



## **ELECTION INFORMATION**

### **General Information**

**Election Date** – November 3, 2015 coordinated election with Arapahoe County, Douglas County and Jefferson County

**City Council Representation** – The city is divided into four council districts. City council consists of seven members. One member is elected from each of the four districts and three members are elected from the city at-large.

**Election Administration** – The Littleton Election Commission administers municipal elections in accordance with the city charter, C.R.S. Title 31-Municipal Election Code and C.R.S. Title 1-Uniform Election Code. Regular municipal elections are non-partisan, are held in odd-numbered years and coordinated with Arapahoe, Douglas and Jefferson counties.

**Council Member positions to be voted upon November 3, 2015** – Registered voters in the City of Littleton will elect five council members in 2015 – one from District II and one from District IV, one from District I (to fulfil a term that expires in 2017 due to a resignation), and two from the city at large. These are four-year terms except for one of the at large positions and the District I position. According to the city charter, the at-large candidate receiving the highest number of votes will serve a four-year term and the at large candidate receiving the second highest number will serve a two-year term.

**Council Terms** – Council terms will begin November 17, 2015, the second Tuesday following the election. (City Charter, Article II, Section 22)

Members of council will elect their own president and president pro tem (also referred to as mayor and mayor pro tem) at that meeting. The president and president pro tem serve a two-year term. (City Charter, Article II, Section 24 & 25)

**Salaries** – The president receives \$1,150.00 per month; the president pro tem receives \$1,025.00 per month; and council members receive \$900.00 per month. (City Charter, Article II, Section 21)

**Meeting Schedule** – City council meets regularly on the first and third Tuesday of every month at 6:30 pm. (City Charter, Article II, Section 27)

Study sessions are held on the second and fourth Tuesday of the month on an as needed basis.

## Candidate Information

**Qualifications** – A candidate must be a citizen of the United States, at least 21 years of age, and a qualified elector of the city for at least 12 consecutive months immediately preceding this election. (City Charter, Article II, Section 23)

**Candidates elected by districts must be residents and qualified electors of their district.**

No elected city official can hold any other elective public office nor can they be a paid employee of the city or any other municipality. (City Charter, Article II, Section 23)

**Ballot** – The names of the candidates nominated for public office shall be set up without party or other designation and shall be arranged by lot to be held by the city clerk.

**The lot drawing will be held Wednesday, September 2, 2015, 9:00 am in the office of the city clerk. (2255 W. Berry Ave. - Location subject to change, depending on number of candidates)** (C.R.S. 1-5-406)

## Nomination Petitions

**Nomination petitions will be available at 8 a.m. on August 4, 2015.**

It is important that petition headings be filled out properly. Please make sure the registered elector prints and signs their name. **The circulator of the petition must witness each registered elector's signature** and sign the appropriate statement at the back of the petition. The candidate must sign the acceptance of nomination. (Additional instructions for nomination petition circulators will be made available when petitions are available on August 4, 2015)

There is no limitation on when a candidate for office may commence campaign activities. **BE AWARE that you become a candidate if you have publicly announced an intention to seek election and thereafter has received a contribution or made an expenditure in support of the candidacy.** (Colorado Constitution Article XXVIII Section 2)  
**Close attention should be paid to the requirements for registering candidate committees and maintaining contributed funds. (FCPA rules are the candidate's responsibility)**

**Circulation Requirements – Nomination petitions may ONLY be circulated from August 4, 2015** (C.R.S. 1-4-805, 91 days before the election) **through August 24, 2015** (C.R.S. 1-4-805, 71 days before the election). **Petitions must be filed with the city clerk by 5:00 p.m. on August 24, 2015** (C.R.S. 1-4-805)

**Signature Requirements – The nomination petition must be signed by a minimum of 50 registered electors residing within the city or the district for which the candidate is running, depending upon the office being sought.** (City Charter, Article II, Section 15)

A registered elector may sign petitions for as many persons as there are offices to be filled by election.

For this election, a registered elector living in District I, District II or District IV may sign three nomination petitions – one petition for a candidate in their district (I, II or IV) and petitions for two at large candidates. A registered elector living in District III may sign petitions for two at large candidates.

**Form Requirements – ALL PETITIONS MUST BE SUPPLIED BY THE CITY CLERK’S OFFICE. DO NOT USE FILING DATES FROM THE COLORADO REVISED STATUTES, (C.R.S) LITTLETON USES DIFFERENT FILING DATES PER THE MUNICIAPL CODE.** (Littleton Municipal Code, 1-7-7)

### **Political Signs**

**Political Signs** – Section 4-3-2-1 of the Littleton City Code provides: SIGNS PERMITTED IN ALL DISTRICTS WITHOUT PERMIT: Political Signs: shall be allowed in windows in occupied buildings in business and industrial zoning districts and shall be subject to the height and the area restrictions therein. They shall be signs of a temporary nature, for a specified election and shall be removed within ten (10) days after the election to which these signs pertain. (Littleton Municipal Code, 4-3-2-1(H))

**POLITICAL SIGNS ARE NOT ALLOWED ON PARK LAND, MEDIANS, SIDEWALKS, STREET RIGHTS-OF-WAY, IN FRONT OF CITY BUILDING OR ANY OTHER PUBLIC AREA OWNED OR CONTROLLED BY THE CITY OF LITTLETON. THE PUBLIC RIGHT-OF-WAY INCLUDES THE AREA BETWEEN THE SIDEWALK AND THE STREET.**

**POLITICAL SIGNS PLACED IN THESE AREAS WILL BE PICKED UP AND RECYCLED.**

### **Campaign Reporting**

**DO NOT SEND ANY CAMPAIGN REPORTS TO THE SECRETARY OF STATES OFFICE. ALL FORMS ARE FILED WITH THE CITY CLERK**

**A penalty of \$50.00 per day shall be imposed for late filings; this means after 5:00 p.m. on the filing date, this includes email submissions.** (Littleton Municipal Code, 1-7-7)

**Fair Campaign Practices Act (FCPA)** – The FCPA sets forth filing requirements for candidates. All forms required by the FCPA for this election are to be filed with the **city clerk**. A candidate must file the following forms (not all will be applicable):

***Candidate Affidavit*** – This form must be filed within 10 days of becoming a candidate. **(Publicly announced an intention to seek election and thereafter has received a contribution or made an expenditure in support of the candidacy.)** *The affidavit is an attestation that the candidate has familiarized themselves with campaign finance laws and regulations, so be sure to read the laws before submitting the affidavit.*

***Committee Registration Form*** – This form must be filed before accepting **any** contributions or making any expenditures. All candidate committees are required to register with the city clerk before accepting contributions or making expenditures.

***Report of Contributions and Expenditures*** – All candidates shall report to the city clerk, their contributions received, expenditures made and obligations entered into by the candidate. This report consists of a summary page and four supplemental schedules: A – itemized contributions; B – itemized expenditures; C – loans; D – returned expenditures & contributions. **Filing dates - September 22, 2015, October 13, 2015, October 26, 2015 and December 3, 2015.** (Littleton Municipal Code, 1-7-7)

***Candidate Statement of No Contributions and No Expenses*** – This form is used by a candidate who has not received any contributions or made any expenditure.

***Statement of Personal Expenditures by a Candidate*** – This form is used by a candidate who has not received any contributions, but has made expenditures of personal funds.

**Forms** – A supply of forms will be included within your petition packet available on August 4, 2015. **Sample** forms are included within this Election Guide. Should you need additional forms after August 4, 2015, please contact the city clerk’s office.

### **Additional Information**

Further information may be obtained from the city clerk’s office, located at 2255 West Berry Avenue. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, email: [wheffner@littletongov.org](mailto:wheffner@littletongov.org) , or (303) 795-3753.

## ATTENTION

After the city clerk's office has verified your eligibility to be a candidate for the Littleton City Council, please contact Communications Director Kelli Narde at your earliest convenience at 303-795-3733 so the following may be scheduled.

September 10, 9-11 pm. Candidate portraits at Monty Nuss Photography. Candidates will be scheduled in 15-minute intervals. These photos will appear on the front page of the October issue of the *Littleton Report*. Each candidate will receive a complimentary color, wallet size photo.

September 10, 1-5 pm. Candidate videotaped statements at the Littleton Center. Each candidate will be videotaped for 1-3 minutes to talk about themselves and their candidacy. The length of the statements will be determined by the number of candidates. There will also be a brief statement by the city clerk explaining some important facts to voters about the election. The interviews will be edited together to create a 15-minute program for the September/October issue of the *Littleton! Show* on Comcast cable channel 8.

Director Narde will provide you with additional information regarding these events when you schedule your time slots.





## ELECTION CALENDAR COORDINATED ELECTION, NOV. 3, 2015

Upon Candidacy	Candidate Affidavit due within ten (10) days after an individual becomes a candidate. (Art. XXVIII, Sec. 2)
Aug. 4 <sup>th</sup>	Nomination petitions for council candidates are available for pickup. Petitions may be circulated and signed. C.R.S. 1-4-805 (91 days before the election)
Aug. 18 <sup>th</sup>	Last available regular city council meeting for council to take action on resolution's and IGA's approving coordinated election
Aug. 24 <sup>th</sup>	Last day to file signed nomination petitions with the city clerk's office. C.R.S. 1-4-805 (71 days before the election)
Aug. 25 <sup>th</sup>	IGA must be signed by both the city and the counties and in the possession of Arapahoe, Douglas and Jefferson counties C.R.S. 1-7-116(2) (70 days before the election)
Aug. 27 <sup>th</sup>	Last day to cure insufficient nomination petitions C.R.S. 1-4-805 (before the 67 <sup>th</sup> day before the election)
Aug. 31 <sup>st</sup>	Last day to file an affidavit of intent to run as a write-in candidate for a nonpartisan coordinated election C.R.S. 1-4-1102(2) (64 days before the election)
Sep. 2 <sup>nd</sup>	Candidate lot drawing – order of names on ballot 9 am – city clerk's office, Littleton Center, 2255 W. Berry Avenue
Sept. 4 <sup>th</sup>	Last day to certify ballot content to Arapahoe, Douglas and Jefferson counties – no later than 3:00 pm C.R.S. 1-5-203(3)(a) (60 days before the election)
<b>Sept. 22<sup>nd</sup> FCPA Reporting Day</b>	Contributions and expenditures report due for reporting period of November 1, 2014 – September 17, 2015 OR from the date the candidate formed their committee THIS YEAR to September 17, 2015. Littleton Municipal Code Sec. 1-7-7 Reporting Requirements (42 days before the election)
Oct. 2 <sup>nd</sup>	Last day to mail statewide ballot measure booklet and ballot issue (TABOR) notices Art. X, Sec. 20(3)(b); C.R.S. 1-1-106(5); Art. V, Sec 1(7.5)(b); C.R.S. 1-40-124.5; C.R.S. 1-1-106(5) (30 days before the election)

For more information regarding becoming a candidate for office, call the city clerk's office at (303) 795-3753 8 am – 5 pm - Monday through Friday or visit [www.littletongov.org](http://www.littletongov.org).



## ELECTION CALENDAR COORDINATED ELECTION, NOV. 3, 2015

Oct. 12 <sup>th</sup>	Last day to submit an application to register to vote through a voter registration drive C.R.S. 1-2-201(3)(b)(I) (22 days before the election)
Oct. 12 <sup>th</sup>	First day for county clerk to send mail ballots to each active elector for the coordinated election C.R.S. 1-7.5-107(3)(a)(I) (no sooner than 22 days before the election)
<b>Oct. 13<sup>th</sup> FCPA Reporting Day</b>	Contributions and expenditures report due for reporting period of September 18, 2015 – October 8, 2015 <b>Littleton Municipal Code Sec. 1-7-7 Reporting Requirements (21 days before the election)</b>
Oct. 16 <sup>th</sup>	Deadline for the county clerk to send mail ballots to each active elector for the coordinated election C.R.S. 1-7.5-107(3)(a)(I) (no later than 18 days before the election)
Oct. 26 <sup>th</sup>	Last day to register to vote by mail, through a voter registration agency, registration drive, driver's license facility or online voter registration system C.R.S.1-2-201(3)(b)(III) (8 days before the election)
Oct. 26 <sup>th</sup>	Vote service & polling center open C.R.S. 1-7.5-107(4.5)(c) (8 days before the election)
<b>Oct. 26<sup>th</sup> FCPA Reporting Day</b>	Contributions and expenditures report due for reporting period of October 9, 2015 – October 21, 2015 (Littleton Municipal Code Sec. 1-7-7 Reporting Requirements (8 days before the election)
Nov. 3 <sup>rd</sup>	<b>ELECTION DAY</b>
Nov. 11 <sup>th</sup>	Last day for ballots cast by military and overseas voters to be received by the county clerk in order to be counted C.R.S. 1-8.3-113(2) (8 days after the election)
Nov. 13 <sup>th</sup>	Campaign signs must be removed <b>Littleton Municipal Code Sec. 4-3-2-1 (10 days after election)</b>
Nov. 17 <sup>th</sup>	Newly elected council members sworn in.

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## ELECTION CALENDAR COORDINATED ELECTION, NOV. 3, 2015

Nov. 20 <sup>th</sup>	Deadline to complete canvass C.R.S. 1-10-102(1) (17 days after the election)
<b>Dec. 3<sup>rd</sup> FCPA Reporting Day</b>	Post-election contributions and expenditures report due for reporting period beginning Oct. 22, 2015, and ending Nov. 28, 2015. (Littleton Municipal Code Sec. 1-7-7 Reporting Requirements (30 days after the election))
Dec. 4 <sup>th</sup>	Last day an interested party may request a recount at their own expense C.R.S. 1-10.5-106(2) (31 days after the election)
Dec. 10 <sup>th</sup>	Last day to complete a requested recount C.R.S. 1-10.5-106(2) (37 days after the election)
<u>Nov. 1, 2016</u>	Contributions and expenditures report due for reporting period of November 29, 2015 – November 1, 2016.

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