

## How to Run for Office—A Candidate's Guide

### General Requirements for Access to the Ballot for County Elected Offices

# HOW TO RUN FOR OFFICE

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## ***INTRODUCTION***

Congratulations on taking an interest in County elected office. This publication will guide you through the general requirements for each of the County offices and accessing the ballot either by Assembly, Petition or Write-In. It will also provide you with information regarding the Colorado Secretary of State TRACER system for filing your financial paperwork and answer commonly asked candidate questions.

As a candidate, you are also encouraged to become familiar with the requirements of Article XXVIII of the Colorado Constitution (Campaign and Political Finance), Title 1, Article 45, C.R.S. (Fair Campaign Practices Act), Title 1, Article 4, C.R.S. (Access to Ballot by Candidates, as well as the Colorado Secretary of State Election Rules.

If you have any additional questions regarding your candidate qualifications, access to the ballot or other requirements for running for a county office, please contact our Elections Division at (970) 474-3346 Monday through Friday 8:00 a.m. – 4:00 p.m. or by e-mail at [cbeckman@sedgwickcountygov.net](mailto:cbeckman@sedgwickcountygov.net)

The Sedgwick County Clerk and Recorder has prepared this summary to outline Sedgwick County candidate qualifications and access to the ballot. This document provides a general overview of candidate qualifications and should be used as a reference guide only. Always refer to the Colorado Constitution and Colorado Revised Statutes (C.R.S.) for applicable laws.

# General Requirements for County Offices

## County Commissioner

### *Number of County Commissioner Seats*

[Colorado Constitution Article XIV, Section 6; 1-4-205(3) C.R.S.]

***County Commissioner seats are voted on at-large by all eligible Sedgwick County voters.***

- Sedgwick County has three (3) Commissioner seats.
- Commissioner Districts 2 & 3 will expire in January, 2029. These seats will be open for Election in November, 2028.
- Commissioner District 1 will expire in January, 2027. This seat will be open for Election November, 2026.

### *Term of Office*

**4 years**

[Colorado Constitution Article XIV, Section 6; 1-4-205(1)(a) C.R.S.]

### *Minimum Age Requirement*

**18 years**

[1-4-501(1) C.R.S.]

### *Residency Requirement*

**Registered elector and resident of the district for at least 1 year prior to the election**

[Colorado Constitution Article XIV, Section 10; 1-4-205(1)(b) C.R.S.]

### *Citizenship*

**U.S. Citizen**

[1-2-101(1)(a) C.R.S.]

## County Clerk and Recorder

### *Term of Office*

**4 years**

[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.,  
30-10-401 C.R.S.]

### *Minimum Age Requirement*

**18 years**

[1-4-501(1) C.R.S.]

### *Residency Requirement*

Registered elector and resident of the county for at least 1 year prior to the election

[Colorado Constitution Article XIV, Section 10]

### *Citizenship*

**U.S. Citizen**

[1-2-101(1)(a) C.R.S.]

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## County Treasurer

### *Term of Office*

**4 years**

[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.;  
30-10-701 C.R.S.]

### *Minimum Age Requirement*

**18 years**

[1-4-501(1) C.R.S.]

### *Residency Requirement*

Registered elector and resident of the county for at least 1 year prior to the election

[Colorado Constitution Article XIV, Section 10]

### *Citizenship*

**U.S. Citizen**

[1-2-101(1)(a) C.R.S.]

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## County Sheriff

### *Term of Office*

**4 years**

[Colorado Constitution Article XIV, Section 8; 30-10-501 C.R.S.;  
1-4-206 C.R.S.]

### *Minimum Age Requirement*

**18 years**

[1-4-501(1) C.R.S.]

### *Residency Requirement*

**Registered elector and resident of the county for at least 1 year prior to the election**

[Colorado Constitution Article XIV, Section 10; 30-10-501.5(a) C.R.S.]

### *Citizenship*

**U.S. Citizen**

[1-2-101(1)(a) C.R.S.]

### *Education Requirement*

**Possess a high school diploma or its equivalent or a college degree.**

[30-10-501.5(b) C.R.S.]

### *Other Requirements*

- **Complete set of fingerprints taken by a qualified law enforcement agency and submit a receipt evidencing such fingerprinting at the time of filing his or her written acceptance or candidate affidavit.**

[30-10-501.5(c) C.R.S.]

- **A person who has been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge under federal or state law is unqualified for the office of sheriff unless pardoned.**

[30-10-501.5(1)(c) C.R.S.]

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## County Assessor

### *Term of Office*

4 years

[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.;  
30-10-801 C.R.S.]

### *Minimum Age Requirement*

18 years

[1-4-501(1) C.R.S.]

### *Residency Requirement*

Registered elector and resident of the county for at least 1 year prior to the election

[Colorado Constitution Article XIV, Section 10]

### *Citizenship*

U.S. Citizen

[1-2-101(1)(a) C.R.S.]

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## County Coroner

### *Term of Office*

4 years

[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-  
601(b) C.R.S.]

### *Minimum Age Requirement*

18 years

[1-4-501(1) C.R.S.]

### *Residency Requirement*

Registered elector and resident of the county for at least 1 year prior to the election

[Colorado Constitution Article XIV, Section 10]

### *Citizenship*

U.S. Citizen

[1-2-101(1)(a) C.R.S.]

### *Education Requirement*

Possess a high school diploma or its equivalent or a college degree

[30-10-601.5(b) C.R.S.]

### *Other Requirements*

- Complete set of fingerprints taken by a qualified law enforcement agency and submit proof of such fingerprinting when filing a written acceptance

[30-10-601.5(2) C.R.S.]

- A person who has been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge under federal or state law is unqualified for the office of coroner unless pardoned

[30-10-601.5(3)(b) C.R.S.]

## Access to the Ballot

This guide is provided for informational purposes only and should not be your only source of legal information. If you are considering running for public office, you should also become familiar with the requirements of Article XXVIII of the Colorado Constitution (Campaign and Political Finance), Title 1, Article 45 (Fair Campaign Practices Act), Title 1, Article 4, C.R.S. (Access to Ballot by Candidates), Colorado Secretary of State Election Rules and the Candidate Comparison Chart located on page 15 of this information packet. These resources, as well as others, are available online at <https://www.coloradosos.gov/>.

**All candidates for nominations to be made at any primary election shall be placed on the primary election ballot either by certificate of designation by party assembly or by petition.**  
**[1-4-102 C.R.S.]**

### **Certificate of Designation by Party Assembly**

#### ***Major Political Party***

- No person is eligible for designation by assembly as a candidate for nomination at any primary election unless the person has been affiliated with the political party holding the assembly, as shown on the registration books of the county clerk and recorder, no later than the first business day of the January immediately preceding the primary unless party rules state otherwise (Colorado Republican Party's bylaws require prospective assembly designees to be affiliated with the party for at least 30 days prior to the assembly.)
- County Candidates seeking party designation by assembly are required to provide notice to the county party chair no less than 30 days before the assembly, unless otherwise provided by party rules. [1-4-601(1.5) C.R.S.]
- Assembly of major political parties shall be held no later than 73 days preceding the primary election. [1-4-601(1) C.R.S.]



- To obtain designation by assembly, eligible candidates must receive at least 30% of the votes of all duly accredited assembly delegates who are present and voting on that office [1-4-601(2) CRS]
- If no candidate receives 30% or more of the votes cast, a second ballot shall be cast on all the candidates for that office by the assembly. If on the 2nd ballot no candidate receives 30% or more of the votes cast, the two (2) candidates receiving the highest number of votes shall be certified as candidates for that office by the assembly. [1-4-601(2) C.R.S.]
- A person who receives less than 10% of assembly votes may not access the primary election ballot or the general election ballot [1-4-801(4) CRS]
- Certificate of designation by assembly must be filed no later than 4 days after the adjournment of the assembly. [1-4-604(2) C.R.S.] Certificates of designation may be transmitted by facsimile transmission; however, the original certificate must also be filed and postmarked no later than 10 days after the adjournment of the assembly [1-4-604(3)].
- Original acceptance must be filed no later than 4 days after the adjournment of the assembly at the County Clerk's Office. If the candidate acceptance is filed by facsimile transmission, the original acceptance must also be filed and postmarked no later than 10 days after the assembly adjourns. [1-4-601(3)(a) C.R.S.]

### ***Minor Political Party***

- Assembly of minor political parties shall be held no later than 73 days preceding the Primary Election. [1-4-1304(1.5)(b)(I) C.R.S.]
- The Candidate has not been registered as a member of a major political party at any time after the first business day of the January immediately preceding the general election for which the person was nominated, unless otherwise provided in the constitution or bylaws of the minor political party. [1-4-1304(2)(c) C.R.S.]
- Minor Party Candidates nominated by assembly are placed on the General Election ballot unless there is more than one candidate for that office nominated by assembly and/or petition; then the candidates for that office are placed on the Primary Election Ballot. [1-4-1304(1.5)(c) C.R.S.]

## **Political Party Petition**

### ***Petition Requirements***

- Nomination petition formats for a County Office must be approved prior to circulation by the designated election official. [1-4-903 C.R.S.]
- Petition information can also be found on the Secretary of State website.  
<https://www.coloradosos.gov/pubs/elections/Candidates/CandidateHome.html>
- If you are running for a City Office, you may want to contact your local City Clerk's Office regarding any additional petition requirements.

### ***Signature Requirements***

- Only eligible electors registered as affiliated with the political party for at least 22 days and residing within the district for which the petition is being circulated and the signer has not signed any other petition for any other candidate for the same office may sign the petition. [1-4-904(2)(a); 1-4-801(2)(b) C.R.S.]
- Must be signed by eligible electors within the county commissioner district or political subdivision for which the office is to be elected. [1-4-801(2)(a) C.R.S.]
- Signers equal in number to 10% of the votes cast in the political subdivision at the contested or uncontested primary election for the political party's candidate for the office for which the petition is being circulated or, if there was no primary election, at the last preceding general election for which there was a candidate for the office. [1-4-801(2)(a) C.R.S.]

### ***Additional Information***

- No person shall be placed in nomination by petition on behalf of any political party unless the person was affiliated with the political party, as shown on the registration books of the county clerk and recorder, no later than the first business day of the January immediately preceding the election for which the person desires to be placed in nomination. [1-4-801(3) C.R.S.]
- No person who attempted and failed to receive at least 10% of the votes for the nomination of a political party assembly for a particular office shall be placed in nomination by petition on behalf of the political party for the same office. [1-4-801(4) C.R.S.]
- Party petitions shall not be circulated nor any signatures be obtained prior to the third Tuesday in January. Petitions shall be filed no later than the close of business on the third Tuesday in March. [1-4-801(5) C.R.S.]

- Candidates by petition follow assembly candidates and are placed on the primary election ballot in an order established by lot. [1-4-103 C.R.S.]
- Petitions for County Offices are filed with the County Clerk and Recorder. [1-4-907 C.R.S.]

## **Petitions for Minor Party or Unaffiliated Candidates**

### ***Petition Requirements***

- Nomination petition formats must be approved prior to circulation by the designated election official. [1-4-903 C.R.S.]

### ***Signature Requirements***

- Shall be signed by eligible electors residing within the district or political subdivision in which the officer is to be elected. [1-4-802(1)(c) C.R.S.]
- Number of required signatures: The lesser of 1000 or 2% of the votes cast for all candidates for that office in the most recent general election for any county office. [1-4-802(1)(c)(VII) C.R.S.]

## **Additional Information**

### ***Minor Political Party***

- No petition to nominate a minor political party candidate shall be circulated nor any signatures obtained thereon earlier than the first Monday in February in the general election year. [1-4-802(1)(d)(II) C.R.S.]
- Petitions to nominate candidates of minor political parties shall be filed no later than 85 days before the primary election as specified in section 1-4-101. [1-4-802(1)(f)(II) C.R.S.]
- For general elections, no person shall be placed in nomination by petition unless the person is an eligible elector of the political subdivision or district in which the officer is to be elected and unless the person was registered as affiliated with a minor political party or as unaffiliated, as shown on the registration books of the county clerk and recorder, no later than the first business day of the January immediately preceding the

general election for which the person desires to be placed in nomination; except that, if such nomination is for a nonpartisan election, the person shall be an eligible elector of the political subdivision or district and be a registered elector, as shown on the registration books of the county clerk and recorder, on the date of the earliest signature on the petition. [1-4-802(1)(g)(II) C.R.S.]

- If an assembly designates more than one candidate for an office, or if an assembly designates one or more candidates and one or more candidates qualifies by petition, the candidate of the minor political party for that office shall be nominated at a primary election held in accordance with this code. [1-4-1304(1.5)(c) C.R.S.]
- Petitions for County Office are filed with the County Clerk and Recorder. [1-4-907 C.R.S.]

### ***Unaffiliated***

- No petition to nominate an unaffiliated candidate shall be circulated or any signatures obtained thereon earlier than 173 days before the general election. [1-4-802(1)(d)(I) C.R.S.]
- Petitions (for unaffiliated candidates) shall be filed no later than 3:00 p.m. on the 117 day before the general election. [1-4-802(1)(f)(I) C.R.S.]
- For general elections, no person shall be placed in nomination by petition unless the person is an eligible elector of the political subdivision or district in which the officer is to be elected and unless the person was registered as affiliated with a minor political party or as unaffiliated, as shown on the registration books of the county clerk and recorder, no later than the first business day of the January immediately preceding the general election for which the person desires to be placed in nomination; except that, if such nomination is for a nonpartisan election, the person shall be an eligible elector of the political subdivision or district and be a registered elector, as shown on the registration books of the county clerk and recorder, on the date of the earliest signature on the petition. [1-4-802(1)(g)(II) C.R.S.]
- Petitions are filed with the County Clerk and Recorder. [1-4-907 C.R.S.]

### **Write-In Candidates**

- Affidavit of intent shall be filed stating candidate desires the office and is qualified to assume duties, if elected. [1-4-1101(1) C.R.S.].
- Affidavit of intent shall be filed with County Clerk and Recorder if it is for a county office. [1-4-1101(1) C.R.S.]
- Except as provided in subsection (2) of this section, the affidavit of intent shall be filed by the close of business on the sixty-seventh day before a primary election and by the close of business on the one hundred tenth day before any other election. [1-4-1102(1) C.R.S.]
- Write-in candidates may file his/her affidavit to run as a write-in candidate for either the Primary or General Election.

# Campaign and Political Finance

## Filing Campaign Finance Information

### *How to become an official candidate for campaign finance purposes*

You officially become a candidate after making a public announcement and thereafter receive a contribution or making an expenditure in support of your candidacy.

- Follow the guidelines regarding candidate qualifications and ballot access filings.
- Meet the qualification of the office for which you are running.
- Understand and comply with the Colorado Campaign and Political Finance Rules from the Secretary of State, Colorado Constitution Article XXVIII, Title 1, Article 4 and Title 1, Article 45.
- Publically announce your intent to run for office.
- Set up a Candidate Committee before you receive or spend money.
- If you are a candidate and you will only be spending money and not receiving money you may qualify as a standalone candidate. Check the Secretary of State's website regarding this type of candidate at <https://www.coloradosos.gov/>.
- Always check the Secretary of State website for additional qualifications, rules and laws pertaining to your candidacy at <https://www.coloradosos.gov/>.

### *Candidate Affidavit*

Your notarized Candidate Affidavit will need to be filed with the Secretary of State within 10 days of becoming a candidate. This form shall be filed electronically.

### *Campaign Finance Filings*

Campaign Finance filings will need to be completed online with the Secretary of State. Visit the Secretary of State website at <https://www.coloradosos.gov/> regarding the required paperwork that you will need to file.

If you have any questions regarding your filing you can e-mail the Secretary of State Campaign Finance Support Team at [cpfhelp@coloradosos.gov](mailto:cpfhelp@coloradosos.gov) or by telephone at (303) 894-2200, extension 6383.

### *Timeline for filing Campaign Finance Filings*

A calendar for Campaign Finance filings can be obtained from the Secretary of State website at <https://www.coloradosos.gov/>. You can locate the calendar from the Campaign Finance section of the website.

### *Current Officeholder seeking re-election to the same office*

Please refer to Colorado Secretary of State Rule 2.2.4 (b)(1),(2)&(3).

## Frequently Asked Questions

### **Q: When are the 2022 County Office Elections?**

**A:** The Primary Election is June 28, 2022. This Election determines each party's nominees for the General Election. The General Election is November 8, 2022.

### **Q: Can I file my paperwork at the County Clerk and Recorder's Office?**

**A:** The following forms will need to be filed at the Sedgwick County Elections Division.

- Candidate Acceptance Forms (This form will be provided by the political party at the County assembly.)
- Designation of Assembly (This form will be provided by the political party at the County assembly.)
- Candidate Petition Forms (Contact the Elections Division for this form @ 970-474-3346 or [cbeckman@sedgwickcountygov.net](mailto:cbeckman@sedgwickcountygov.net))
- Write-In Affidavits (Contact the Elections Division for this form @ 970-474-3346 or [cbeckman@sedgwickcountygov.net](mailto:cbeckman@sedgwickcountygov.net).)

Candidate Affidavit and Campaign Finance Forms will need to be filed electronically with the Secretary of State. <https://www.coloradosos.gov/>

Candidates for municipal office need to file with their Municipal Clerk in the city/town where they reside.

### **Q: Is there a timeline regarding when I file my Campaign finance paperwork?**

**A:** Yes, refer to the Secretary of State website for the Campaign and Political Finance calendar.  
<https://www.coloradosos.gov/> (when available)

**Q: Is there a timeline regarding when I file my Ballot Access filings with the County Clerk & Recorder?**

**A:** Yes, refer to Title 1 Article 4 of the Colorado Revised Statutes. Specifically, C.R.S. 1-4-604(3), 1-4-601(3)(a), 1-4-801(5), 1-4-802(1)(f)(II), 1-4-802(1)(f)(I), 1-4-1304(3)(4), 1-4-1102(1), also refer to the 2014 Election Calendar (when available.) The calendar will be located on the Secretary of State website at <https://www.coloradosos.gov/>.

**Q: How do I verify my status and affiliation as a registered voter?**

**A:** You may review your voter registration record at the Colorado Secretary of State's website at <https://www.coloradosos.gov/> From the Voting Information page-My Registration section, click on "Manage my registration." The Sedgwick County Elections Division can also verify your registration status, affiliation, affiliation date, etc. at (970)-474-3346.

**Q: Who do I contact with questions pertaining to candidate qualifications, assembly paperwork, petition format, write-in affidavit, access to the ballot or general questions regarding requirements for running for County Office?**

**A:** Contact the Sedgwick County Elections Division at (970)-474-3346 Monday through Friday 8:00 a.m. – 4:00 p.m. or by e-mail at [cbeckman@sedgwickcountygov.net](mailto:cbeckman@sedgwickcountygov.net)

**Q: How can I get a list of voters in the district for which I am a candidate?**

**A:** You may purchase a voter registration list at the Sedgwick County Clerks Office or call (970)-474-3346.

**Q: How can I find out who the other candidates are?**

**A:** You can visit the Secretary of State website at <https://tracer.sos.colorado.gov/PublicSite/homepage.aspx>.

This option allows you to search by several different options. In order to search for a candidate, click on "Candidate Search" then enter the following information:

Last Name

First Name

Party

Election Year

Jurisdiction

Office

District

Status

**Q: Where can I find results on Election night?**

**A:** Results will be posted beginning at 7:00 p.m. on Election night at <https://sedgwickcounty.colorado.gov/>

## Contact Information:

### Sedgwick County Elections Division

*Ballot access, Candidate qualifications,  
petition format, write-in affidavit  
or general questions regarding requirements for running for office.*

Phone: (970) 474-3346

E-Mail: [cbeckman@sedgwickcountygov.net](mailto:cbeckman@sedgwickcountygov.net)

### Colorado Secretary of State

*Filing Candidate Affidavit, filing Campaign and  
Political Finance paperwork.*

Website: <https://www.coloradosos.gov/>

Phone: (303) 894-2200 x 6383

E-Mail: [cpfhelp@coloradosos.gov](mailto:cpfhelp@coloradosos.gov)