

From the Office of the City Clerk



**INFORMATION & GUIDELINES
for the
GENERAL MUNICIPAL ELECTION**

CAÑON CITY, COLORADO

November 7, 2023



CITY OF CAÑON CITY

City Clerk

P.O. Box 1460 • 128 Main Street
Cañon City, CO 81215-1460
(719) 269-9011 • Fax: (719) 269-9017

To Potential Candidates:

This information has been prepared for your use as a general guide and is intended to serve as a summary of basic requirements associated with candidacy for office. Do not depend on it to reflect all the laws which govern our municipal elections or for legal advice.

Municipal elections are administered through a coordinated effort with the Fremont County Clerk and Recorder, pursuant to the election laws of the State of Colorado. The election will be conducted as a mail ballot election in accordance with Colorado law. Ballots will be mailed directly to each qualified elector.

Though the City participates in a coordinated election, the City Clerk acts as the Election Official for elections within the City limits of Cañon City. Please file **all** required documents with the City Clerk at City Hall located at 128 Main Street.

I am here to assist you in any way to help you successfully complete all of the necessary requirements during your candidacy. If you have questions, please don't hesitate to contact me at 276-5242.

Sincerely,

Cindy Foster Owens
City Clerk

CITY ELECTIONS ARE AT LARGE

For the City of Cañon City General Municipal Election, all City voters use the same ballot and may vote for one candidate for each position to be filled.

QUALIFICATIONS OF AN ELECTOR

A person is qualified to vote at a municipal election if she/he has attained the age of 18 years, is a citizen of the United States of America, has resided in the City of Cañon City for 22 days or more immediately preceding the election at which she/he plans to vote, and if she/he is a registered elector.

QUALIFICATIONS FOR OFFICE

A candidate must be a resident and qualified elector of the City of Cañon City for one year immediately preceding the date of the election.

DECLARATION OF CANDIDACY

An Affidavit of Candidacy must be filed with the City Clerk's office when your intent to run for office is publicly announced AND THEREAFTER receive a contribution or make an expenditure in support of your candidacy. An Affidavit of Candidacy must be filed no later than September 5, 2023. If filing after August 28, 2023, the Candidate will be a write-in candidate.

FAIR CAMPAIGN PRACTICES ACT

Persons participating in the General Municipal Election face filing and reporting requirements on candidacy, political committee formation and reporting of campaign contributions and expenditures. Copies of the law, forms and procedures for compliance with the Colorado Fair Campaign Practices Act are available from the City Clerk. A committee should be formed and registered if it is your intent to accept contributions toward your campaign. Expenditures only by the candidate of the candidate's own finances do not require a committee to be registered.

OFFICES TO BE FILLED BY ELECTION

At the City of Cañon City General Municipal Election on November 7, 2023, the office of Mayor and four of the seven Council seats will be up for election.

The office of Mayor is for a two-year term. There is no district residency requirement, but the general Qualifications for Office still apply.

Each of the Council seats is for a four-year term.

1 seat	-	District 2 seat (Candidate must live within the boundaries of District 2)
1 seat	-	District 4 seat (Candidate must live within the boundaries of District 4)
2 seats	-	-At large (Candidates must live in the City, but there is no district residency requirement).

In determining a district residency requirement, the City election district map will determine if a potential candidate meets district residency requirements. The district map is available at <https://canoncity.maps.arcgis.com> and in this booklet.

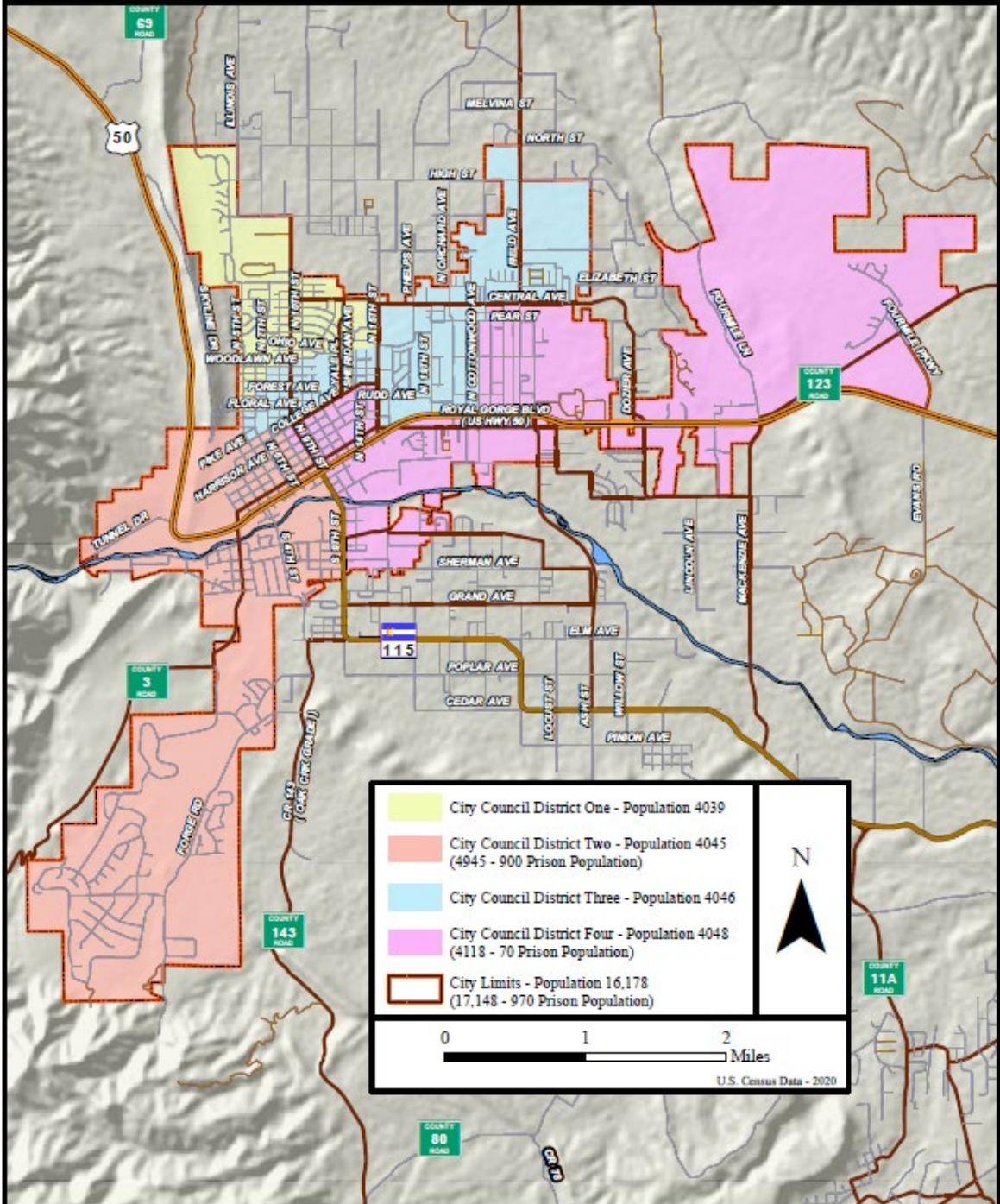
Candidates should confirm residency eligibility with the City Clerk prior to announcing their candidacy.





City of Cañon City Council Districts

Effective as of March 6, 2023



NOMINATION PETITIONS

The City Clerk shall supply nomination petitions. They may be obtained at the City Clerk's office commencing on August 8, 2023, and must be filed with the City Clerk no later than 5:00 p.m. on August 28, 2023.

A candidate's petition must be signed by at least 25 registered voters who reside within City limits. No qualified elector shall nominate by petition more than one candidate for each office to be filled. If the seat petitioned for has a candidate's residency requirement, **all** signatures on the petition shall be from residents of that specific district of the City. Refer to the district maps incorporated on the prior pages to ensure the signature is within the appropriate district boundaries.

A candidate's statement of acceptance and petition circulator's certification are a part of each petition and must be properly executed before the City Clerk will accept the petition. The petition circulator's certification must be notarized. This can be done in front of any authorized notary, or you may bring your petition and circulator into the Clerk's office for execution of the notarized statements. There should be only one circulator per petition.

The City Clerk will verify all signatures upon each candidate's petition. Such verification shall be conducted by comparing the data contained in the County Clerk's database for each registered elector with the information contained on the petition. Such comparison includes name, address of record, and signature verification. Should enough names be disqualified on the petition as to reduce the signatures to a number less than the 25 required, the candidate will be given until end of business on September 5, 2023, to amend, correct, or replace signatures that are not in conformity with requirements.

**DEADLINE TO FILE NOMINATION PETITIONS IS 5:00
P.M. ON MONDAY, August 28, 2023.**

MUNICIPAL ELECTIONS ARE NON-PARTISAN

Nomination petitions made by caucus, convention, or committee are not acceptable.

WRITE-IN CANDIDATES

No write-in votes for any municipal office is counted unless an affidavit of intent has been duly filed with the City Clerk by the person whose name is written in, indicating that such person desires the office and is qualified to assume the duties of that office if elected. Deadline for filing such affidavit is September 5, 2023.



I am able to assist you in any way possible as you run for office. Don't hesitate to contact me with any questions or concerns you may have. Remember, if in doubt, ask.

**Cindy Foster Owens
Cañon City Clerk
276-5242
cityclerk@canoncity.org**

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