



**Coordinated Election
November 3, 2015**

In the November 3, 2015 Coordinated Election, Centennial voters will elect four City Council Members (one from each of four Districts).

City elections are non-partisan, meaning affiliation with a political party is not required or relevant.

Candidate Packets will be available in the City Clerk's office or on the City's website beginning in early February 2015, for persons wishing to run for office.

ELIGIBILITY: Candidates must meet the following criteria pursuant to C.R.S. 31-10-301 and Section 2.7 of the Centennial Home Rule Charter:

- Must be a citizen of the United States;
- Must be at least 18 years of age by the date of the election;
- Must be a registered voter by the time of the candidate's nomination (*Candidates can register to vote before turning 18, as long as they will be 18 years of age by Election Day.*) (C.R.S. Sections 1-2-101 and 1-2-202.5(3))
- Must be a primary resident of the City of Centennial for a period of at least 12 consecutive months immediately preceding the election. If you are a City Council Candidate, you must also be a primary resident of your District for at least 12 consecutive months immediately preceding the election;
- May not be an employee of the City of Centennial;
- If elected, may not, during his or her term,
 - be employed by the City or perform compensated services for the City (other than the compensation for the role as elected official)
 - hold any other elective office with a federal, state, county or municipal governmental entity, including an office on any new charter commission

Municipal elections are administered by the City Clerk, under the Centennial Home Rule Charter, Municipal Code of the City of Centennial and Colorado State Statutes.

PETITIONS: (CMC 2-6-200) Each City Council candidate must be nominated by a petition signed by at least 50 registered electors residing within the District from which the Council candidate is to be elected.

Only petition forms obtained directly from the City Clerk's office may be circulated. Blank petition forms may not be copied for the purpose of obtaining additional signatures or to give to other candidates. Petition forms from the City Clerk's office may not be disassembled. Petitions will be available in the City Clerk's office at 8:00 a.m. the first day of circulation listed in the next paragraph.

Petitions for the office of Council Member may be circulated beginning August 4, 2015 at 8:00 a.m. and must be returned to the City Clerk by no later than 5:00 p.m. August 24, 2015. Each candidate must turn in all of his/her petitions at one time. A sample petition is included in this section.

COMPENSATION: Elected officers of the City of Centennial receive monthly compensation in the following amounts currently provided by local ordinance. Beginning in 2016, compensation will be as follows:

Mayor:	\$1334.00	Mayor Pro Tem:	\$1084.00
Council Member:	\$1000.00		

FAIR CAMPAIGN PRACTICES ACT REQUIREMENTS:

Candidates and others involved in assisting the candidate must adhere to the provisions of the Colorado Fair Campaign Practices Act, a copy of which is enclosed in this packet. Also included are Article XXVII (Amendment 27) of the Colorado Constitution and the Secretary of State's Rules Concerning Campaign and Political Finance.

The new Centennial Campaign and Political Finance Manual was created in 2011, and amended in 2012 by the Election Commission and the City Attorney's Office to assist candidates and is included in this packet.

All forms must be filed with the City Clerk and may be filed electronically, by FAX, or in original paper form. Refer to "Filing of Fair Campaign Practices Act Reports (Email, FAX and Original Paper)".

Copies of FCPA affidavits, registrations and filings will be available for public review on the City Web site.

IT IS YOUR RESPONSIBILITY TO BECOME FAMILIAR AND COMPLY WITH THE PROVISIONS OF THE COLORADO FAIR CAMPAIGN PRACTICES ACT.

POLITICAL SIGNS: Signs in support of a candidate for office must be in compliance with local, state and federal laws.



ELECTION CALENDAR

NOVEMBER 3, 2015

(Preliminary 2/1/15)

February 2, 2015	<p>Candidate Packet available from City Clerk for Potential Candidates for City office and on the City's website.</p> <p>NOTE: WITHIN 10 DAYS AFTER BECOMING A CANDIDATE A "CANDIDATE AFFIDAVIT" MUST BE FILED WITH THE CITY CLERK. THE "COMMITTEE REGISTRATION FORM" MUST BE FILED WITH THE CITY CLERK BEFORE ACCEPTING OR MAKING ANY CONTRIBUTIONS.</p>
March 15, 2015	City Clerk will provide to the City Council a proposed schedule of legislative and administrative deadlines relating to the upcoming Regular City Election. (CMC 2-6-130(b))
TBD	Candidate Information Meeting (location TBD)
TBD	Jurisdiction to provide copy of legal boundaries to County Clerk (IGA)
July 24, 2015	Last day to notify the County Clerk of participation in coordinated election (required if municipality has taken formal action) (100 days before the election) (C.R.S. 1-7-116(5) and 1-1-106(5))
TBD	County Clerk to provide copy of legal boundaries to jurisdiction (Anticipated IGA with Arapahoe County)
August 4, 2015	First day petitions may be circulated by candidates for City office. Nomination petitions available in City Clerk's office. (91 days before the election) (C.R.S. 1-4-805) (CMC Section 2-6-200(b))
August 10, 2015	Last regular City Council meeting to approve an emergency ordinance on 1 st reading placing a ballot question or TABOR Issue on the ballot.
August 17, 2015	Last regular City Council meeting to approve by resolution or emergency ordinance on 2 nd reading a ballot question or TABOR issue to be placed on the ballot.
TBD	Jurisdiction to certify legal boundaries to County Clerk (Anticipated IGA with Arapahoe County)
August 24, 2015 by 5:00 p.m.	<p>Nomination petitions for candidates for City office and Acceptance of Nomination and Qualification Affidavit must be filed with the City Clerk by 5:00 p.m. (71 days before the election - C.R.S. 1-4-805) (CMC Section 2-6-200(b))</p> <p>NOTE: ALL FORMS MUST BE PROPERLY SIGNED AND NOTARIZED WHERE APPLICABLE (A Notary Public is available at the Centennial Civic Center)</p>
August 25, 2015	Intergovernmental Agreements to be signed by city and county to participate in coordinated election (No later than 70 days before election) (C.R.S. 1-7-116(2))
August 28, 2015 by 5:00 p.m.	Last day to amend petitions for candidates for City office determined to be insufficient. (C.R.S. 1-4-805) (CMC 2-6-200(d)) (67 days before the election)

August 31, 2015 5:00 p.m.	Last day to file Affidavit of Intent to run as a write-in candidate in a non-partisan coordinated election (By close of business on the 64 th day before the election) (C.R.S. 1-4-1102(2)) (C.R.S. 1-1-106(4)) (CMC Section 2-6-210)
September 1, 2015 5:30 p.m. Centennial Civic Center	Lot drawing for the order in which candidates for City office names will appear on the ballot will be conducted by the City Clerk and observed by the Election Commission. Candidates and public may observe. (C.R.S. 1-5-406)
September 1, 2015 by 5:00 p.m.	Deadline for submission of Candidate Profile, (if the City elects to publish).
September 1, 2015	Deadline to cancel participation in a coordinated election (63 days prior, C.R.S. 1-5-208(1.,5))
September 4, 2015	Last day to certify the ballot to the county (No later than 60 days prior to the election) (C.R.S. 1-5-203(3)(a); 1-1-106(5))
September 18, 2015 Friday	Last day to file pro/con statements for local ballot issues (TABOR) with the DEO in order to be included in the issue mailing. (Friday before the 45 th day before the election) (C.R.S. 1-7-901(4) and Art. X, Sec. 20(3)(b)(v) Colo. Const.)
September 21, 2015 Monday	Last day for a petition representative to submit a summary of comments in favor of their local ballot issue. (No later than 43 days before the election) (C.R.S. 1-7-903(3))
TBD	Candidate audio files for voting machines must be complete
September 22, 2015	Last day for DEO to deliver ballot issue notices (TABOR Notices) to the County Clerk. (No later than 42 days before the election.) (C.R.S. 1-7-904)
September 22, 2015 by 5:00 p.m.	*Fair Campaign Practice Act Filing Reports to be filed with the City Clerk 42 days prior to the election. This report will cover from the beginning of the initial filing through September 21, 2015. (CHRC Section 5.5) (C.R.S. 1-45-109 (2)(a)) (SOS Rule 17.3.1)
October 2, 2015	Ballots shall be printed and in the possession of the county clerk (No later than 32 days before the election) (C.R.S. 1-5-403(1))
October 2, 2015	Last day for County Clerk to mail TABOR Notices. (At least 30 days before the ballot issue election, October 4 is Sunday) (C.R.S. 1-1-106(5) and Art. X Sec. 20(3)(b) Colo. Const.)
October 2, 2015	County Clerk to provide registration lists and Assessor to provide property owners list to coordinating jurisdictions (By 30 th day prior to election – C.R.S. 1-5-303(1); 1-5-304; 1-7.5-107(2)(a); 1-1-106(5))
October 12, 2015	Last day to register to vote via Voter Registration Drives (22 days before the election) (C.R.S. 1-2-201(3)(b))
October 13, 2015 by 5:00 p.m.	*Fair Campaign Practice Act Filing Reports to be filed with the City Clerk 21 days prior to the election. This report will cover from September 22, 2015 through October 12, 2015. (CHRC Section 5.5) (C.R.S. 1-45-109 (2)(a)) (SOS Rule 17.3.1)
October 12, 2015	Mail Ballots mailed to voters and Ballot Drop-off Locations Open. (Not sooner than 22 nor later than 18 days before the election) (C.R.S. 1-7.5-107(3)(a); 1-8-111(1); 1-1-106(4))
October 14, 2015	Last day for the coordinated election official to provide published notice of a Mail Ballot Election (No later than 20 days before the election – C.R.S. 1-7.5-107(2.5)(a))
October 14, 2015	County Clerk and Assessor to provide supplemental lists to coordinating jurisdictions (20 days before the election - C.R.S. 1-5-303 (1), (2); 1-5-304 (1), (2); 1-7.5-107(2)(b))
October 19, 2015	Early voting begins (15 days before the election C.R.S.1-8-202)
October 19, 2015	Counting of ballots begins (15 days before the election C.R.S.1-7.5-107.5; 1-8-302(2))
October 23, thru November 5, 2015	Notice of Election shall be posted in the office of the DEO (At least 10 days prior to and until 2 days after the election – C.R.S. 1-5-205(1.3) and 1-1-1-6(5))

October 23, 2015	Counting of <u>Mail-in (Absentee) Ballots</u> may begin 10 days prior to the election. No results can be disclosed until after 7:00 p.m. on Election Day (C.R.S. 1-8-302(2))
October 27, 2015	Last day to register to vote on line (8 days before the election) (C.R.S. 1-2-201(3)(b)(III))
October 27, 2015 by 5:00 p.m.	*Fair Campaign Practice Act Filing Reports to be filed with the City Clerk 8 days prior to the election. This report will cover from October 13, 2015 through October 26, 2015. (CHRC Section 5.5) (C.R.S. 1-45-109 (2)(a)) (SOS Rule 17.3.1)
October 30, 2015	First day drop off locations must be open (CRS 1-7-5-107(4.3)(b))
October 31, 2015	Saturday Mail Ballot drop-off (C.R.S. 1-5-102.9(4)(b)(I)(B))
November 3, 2015	ELECTION DAY (Art. X, Sec 20(3)(a); C.R.S. 1-1-104(6.5); 1-7-101; 1-41-102(1))
November 20, 2015	Canvass of Votes – Abstract of Votes – no later than the 17 th day after the coordinated election (C.R.S. 1-10-102 (1))
November 20, 2015	Certificate of Election issued to each winning candidate (C.R.S. 31-10-1205(2) (shall issue “without delay”) and 1-11-103 (immediately after the abstract is prepared and certified))
December 3, 2015 by 5:00 p.m.	*Fair Campaign Practice Act Filing Reports to be filed with the City Clerk 30 days after the election. This report will cover from October 27, 2015 through December 2, 2015. (CHRC Section 5.5) (C.R.S. 1-45-109 (2)(a)) (SOS Rule 17.3.1)
January 4, 2016	Swearing in of newly elected Council Members. (CHRC 2.4(b) First regular council meeting in January)
November 2nd by 5:00 p.m. (1 year after election & every year thereafter as necessary)	*If a candidate’s last FCPA filing showed an unexpended balance or deficit, the candidate is required to file annually in off-election years on the first day of the month in which the anniversary of the major election occurs. (CRS 1-45-108) (C.R.S. 1-45-109 (2)(a))

***Fair Campaign Practices Act Filing**

Written or Electronic Reports may be filed. Candidates filing reports by FAX or electronically must use a code assigned by the City Clerk in lieu of a signature. Original paper filings must include an original signature.