

GENERAL

An individual is eligible to be a Candidate for municipal office if, at the time of election, he or she:

- ♦ is a citizen of the United States;
- ♦ is at least 25 years of age;
- ♦ is a registered elector;
- ♦ has been a resident of Thornton and the appropriate ward for 12 consecutive months immediately preceding the date of the election or appointment. Any person who is a resident of the City or of any area annexed to or consolidated with the City, or when reapportionment occurs, has resided at an address within the new ward boundaries for the required length of time
- ♦ meets the residency requirements of the Thornton City Charter; and
- ♦ has not been convicted of a felony.

No person shall serve as Mayor or Councilmember while also holding another elected position in government.

NOMINATION PETITIONS

Each Candidate for municipal office must circulate and submit a Nomination Petition containing sufficient signatures.

A completed sample of the Nomination Petition for Councilmember is provided on pages 3-5 and 3-6. A separate Petition for the office of Mayor is available.

General Requirements

The Candidate must sign the Verified Acceptance of Nomination and the Petition Circulator must sign the Affidavit of Circulator on the Nomination Petition. Both statements must be notarized.

The Candidate must also on the Nomination Petition form state how he or she wants his or her name to be placed on the ballot. The Candidate's name may be a nickname. Quotation marks are the only punctuation that can be used, i.e., James "Jim" Jones. State law prohibits use of any title or degree designating the business or profession of the Candidate.

The Election Commission will draw names to determine the order of the ballot. All Candidates will be invited to attend this meeting which is tentatively scheduled for September 4.

Getting Ready to Circulate Your Petition

Make sure that prior to circulating any Petition the candidate information in the box at the top of each Petition page is filled out to show the candidate's name, address, and which office the candidate is running for.

Multiple petitions may be circulated and filed together as one Nomination Petition. There can be multiple circulators but just one for each double-sided Petition page.

If you are going to file more than one Petition page, all Petition pages must be filed at the same time to be considered part of the Nomination Petition.

Each registered elector signing the Petition must include their name, signature, street number and name, plus the City and County where they reside. If a registered elector is unable to print or sign the Petition, someone other than the Circulator may assist by entering the elector's printed name along with the remaining required information for the individual.

Petition signers must list their place of residence and are not permitted to use a Post office Box. Signatures will be eliminated by the City Clerk's office if the information is incomplete. Examples of what are not permitted include: use of ditto marks, individuals not registered to vote, a Post Office box instead of a street name and number, or a married individual signs as "Ms. Robert Smith" instead of "Margaret Smith."

Signature Requirements

Each Council Candidate's Petition must be signed by at least 25 registered electors who reside within the ward, or for a mayoral election, within the City.

Candidates are encouraged to obtain more than the required 25 signatures. The City Clerk's Office will examine and verify each Petition to ensure that there are 25 valid signatures and no one has signed more than one Petition for the same office.

Petition Deadlines

As provided by Thornton City Code Section 2-236 and State law, Nomination Petitions must be circulated and filed within the following timeframe:

Earliest date to pick up/circulate/file:

Tuesday, August 6, 8:00 a.m.

Filing deadline:

Monday, August 26, 5:00 p.m.

Nomination Petitions can also be downloaded from the City website: www.cityofthornton.net, on August 6.

Whether Candidates pick up Nomination Petitions in person or print them from the web, he or she will be asked to fill out a receipt so the City Clerk's Office has contact information to update Candidates on election-related matters including changes made during the 2019 Legislative Session.

Filing Your Nomination Petition

When you are ready to file your Petition with the City Clerk's office there are a few things to remember:

The Petition Circulator must initial the bottom of page 1 and towards the top of page 2, at the end of the "Signatures of Petitioners" Section, then sign the "Affidavit of Circulator" on page 2.

Remember, the Circulator's Affidavit must be completed by the person circulating the Petition. The Affidavit must be signed in the presence of a Notary Public before submitting the Petition. It may also be notarized by a Notary in the City Clerk's Office if the Circulator signs the Petition in the presence of the Notary. No additional signatures can be collected after the Affidavit has been notarized.

A Petition Circulator must personally observe every eligible voter who signs the Petition. (Petitions cannot be left on a counter or desk unattended for persons to sign.)

The Acceptance of Nomination must be completed by the Candidate and signed in the presence of a Notary Public before submitting the Petition. This may also be notarized by a Notary in the City Clerk's Office provided it is signed in the presence of the Notary. The Candidate must complete all portions on the back page of the Petition including how they want their name to appear on the ballot. Nicknames

may be used but no degrees or titles are allowed. Only quotation marks can be used with nicknames, i.e., Charles “Charlie” Cisneros, and no parentheses.

The Petition will be verified for sufficiency and the Candidate will be notified after the five-day protest period has passed.

Qualification Affirmation Statement

At the time the Petition is filed, the Qualification Affirmation Statement (Affirmation Statement) must be signed and notarized certifying among other requirements listed on page 3-1, that they have been a resident of the City and/or Ward, if appropriate, for one year prior to the Election.

Pursuant to Thornton City Code Section 2-243, the City Clerk must verify that the statements made in the Affirmation Statement are accurate including the residency requirement. Voter registration records will be reviewed first. If residency cannot be determined through voter registration records, the Candidate will be asked to provide documentation to assist in verifying eligibility.

Examples of those documents include:

(1) Property records from the County Assessor's Office indicating that the Candidate was the property owner of the primary residence for 12 consecutive months by the date the appointment will be effective;

(2) A lease for the primary residence which is in the name of the Candidate and includes the date of commencement; or

(3) A utility bill for the residence.

The Candidate may provide documentation not included on this list.

The City Clerk will determine whether the candidate has sufficiently proven they are in compliance with the residency requirements.

The City Clerk will notify the candidate in writing if the documents are deemed insufficient to determine residency.

Petitions are Open Record

Filed Nomination Petitions are open record and may be obtained through the City Clerk's Office. The fee for copies of other Candidate's Nomination Petitions is \$.25/page. There is no fee for copies of your own Petition.

WITHDRAWAL FROM CANDIDACY

A person who has been nominated may withdraw from candidacy by filing a signed affidavit with the City Clerk. Forms for withdrawing from candidacy may be obtained from the City Clerk.

The deadline to withdraw from candidacy is August 30.

WRITE-IN CANDIDATES

Write-in votes are counted only if the write-in Candidate files an affidavit of intent with the City Clerk by September 4.

Affidavit forms are available from the City Clerk's Office. Candidates must also meet the qualifications listed on page 3-1.

WARD MAPS

An 8-1/2" x 11" City ward map is located on page 3-7. A 24" x 36" detailed color map of your ward with County precincts is provided at the front of the notebook for Councilmember Candidates or a City map containing all four wards and County precincts for Mayoral Candidates. A second 24" x 36" map is available from the City Clerk's office for \$5.00. If you would like a map other than what is provided with the *Guidelines*, please contact the City GIS office at 303-538-7295.

SAMPLE



2019 NOMINATION PETITION

May be circulated August 6th through August 26th only

THE INFORMATION CONTAINED IN THIS BOX MUST BE FILLED OUT PRIOR TO CIRCULATING THE PETITION

TO: Kristen Rosenbaum, City Clerk, City of Thornton, Colorado, 9500 Civic Center Drive, Thornton, CO 80229
 I, James A. Chavez (full name of Candidate) who resides at 8990 Vale Street, (street address) in the City of Thornton, Colorado hereby petition to be a Candidate for the office of City Council in Ward 2 to be voted at the Regular Municipal Election to be held November 5, 2019.

SIGNATURES OF PETITIONERS

Signature	Printed Name	Street Number, Name and City	County	Date
1 Jane Doe signature	Jane Doe	2019 Thornton Pkwy, Thornton	Adams	8/6/19
2 John Doe signature	John Doe	2019 Thornton Pkwy, Thornton	Adams	8/6/19
3 Linda Smit signature	Linda Smit	12210 Clermont Drive, Thornton	Adams	8/8/19
4			Adams	
5			Adams	
6			Adams	
7			Adams	
8			Adams	
9			Adams	
10			Adams	
11			Adams	
12			Adams	
13			Adams	
14			Adams	
15			Adams	
16			Adams	
17			Adams	

of signatures on this page _____ Circulator's Initials _____ # of VALID signatures on this page _____

NOMINATION PETITION CONTINUED

SIGNATURES OF PETITIONERS

Signature	Printed Name	Street Number, Name and City	County	Date
18			Adams	
19			Adams	
20			Adams	

of signatures on this page _____ Circulator's Initials _____ # of VALID signatures on this page _____

AFFIDAVIT OF CIRCULATOR

I, David Wayne Johnson, (full name of circulator) hereby certify that I circulated this petition and that each signature is the signature of the person whose name it purports to be and that each signer has stated that he is a registered elector of Thornton and of Ward 2 for which this Nomination is made.

David Wayne Johnson's signature
Signature of Circulator
Date: 8/26/19

Subscribed and sworn before me in the County of Adams, State of Colorado, this 26th day of August, 2019.

Denice Coxon's Signature
(Notary's official signature)
December 26, 2021
(Commission Expiration)

(Notary Stamp)

ACCEPTANCE OF NOMINATION

I, the undersigned, being first duly sworn, depose and state that:

- I am a citizen of the United States.
- I am at least twenty-five years of age.
- I have been a resident of Ward 2, of the City of Thornton for twelve consecutive months immediately preceding the election.
- I am a registered elector.
- I have never been convicted of a felony.
- I am aware that, if elected, I cannot hold another elected position in government.

I, James A. Chavez (full name of Candidate), hereby accept the Nomination tendered me by the foregoing petitioners for the office of Ward 2 for the term of 4 years.

Signature of Candidate James A. Chavez's Signature Date: 8/26/19
Residence Address 8900 Vale Street, Thornton, CO 80229

Subscribed and sworn before me in the County of Adams, State of Colorado, this 26th day of August, 2019.

Denice Coxon's signature
(Notary's official signature)
December 26, 2021
(Commission Expiration)

(Notary Stamp)

PLEASE INDICATE BELOW THE WAY YOU WISH YOUR NAME TO APPEAR ON THE BALLOT. NO DEGREE OR TITLE IS PERMITTED. PLEASE PRINT LEGIBLY.

James "Jim" Chavez

City of Thornton Ward Boundaries

Current as of September 1, 2012

