

## IMPORTANT CAMPAIGN DATES

The conduct of an election requires the City Clerk, Candidates, and voters to adhere to specific deadlines. The following is a list of important dates to remember. The majority of the dates are legal deadlines and cannot be waived. It is suggested that you enter these dates in your personal calendar.

| DATE                          | ACTION   |
|-------------------------------|--|
| <b>FRIDAY, JULY 14</b>        | Candidate Briefing   |
| <b>TUESDAY, AUGUST 8</b>      | Nomination Petitions may be picked up or printed from the City's website and circulated 91 days before the election                                  |
| <b>MONDAY, AUGUST 28</b>      | Nomination Petitions are due to the City Clerk by 5:00 p.m. 71 days prior to the election  |
| <b>FRIDAY, SEPTEMBER 1</b>    | Last day to withdraw from Nomination is no later than 64 days before the election  |
| <b>WEDNESDAY, SEPTEMBER 6</b> | Election Commission meets to draw names to determine the order of the candidates on the ballot   |
| <b>MONDAY, OCTOBER 16</b>     | Ballots mailed to active registered voters not sooner than 22 days and no later than 18 days before the election, except UOCAVA voters               |
| <b>MONDAY, OCTOBER 16</b>     | Last day to register to vote through a <u>voter registration drive</u>   |
| <b>TUESDAY, OCTOBER 17</b>    | First Contribution and Expenditure Statements for 2023 Candidates are due  |
| <b>FRIDAY, OCTOBER 20</b>     | Last day ballots mailed to active registered voters not sooner than 22 days and no later than 18 days before the election, except UOCAVA voters      |
| <b>MONDAY, OCTOBER 30</b>     | Beginning today and including Election Day, voters can register to vote at a Voter Service and Polling Center or at the Adams County Election Office |
| <b>MONDAY, OCTOBER 30</b>     | Last day to register to vote by mail or online at <a href="http://www.govotecolorado.com">www.govotecolorado.com</a> to receive a ballot by mail     |
| <b>WEDNESDAY, NOVEMBER 1</b>  | Annual Contribution and Expenditure Statements from <u>prior election</u> Candidates are due   |
| <b>FRIDAY, NOVEMBER 3</b>     | Second Contribution and Expenditure Statements for 2023 Candidates and issue committees are due  |
| <b>TUESDAY, NOVEMBER 7</b>    | <b>ELECTION DAY</b>  |
| <b>TUESDAY, DECEMBER 12</b>   | Post-election Contribution and Expenditure Statements for 2023 Candidates  |

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### CANDIDATE CHECKLIST OF DOCUMENT FILINGS

To assist you in keeping track of documents which must be filed with the City Clerk's Office, the following checklist is provided:

| ACTION  | DEADLINE   | DATE COMPLETED |
|---|--|----------------|
| Candidate Affidavit   | Any time, but no later than 10 days of publicly announcing an intention to run and receiving a contribution or making an expenditure |                |
| Committee Registration  | <b>Before</b> accepting <b>any</b> contributions or making <b>any</b> expenditures   |                |
| Nomination Petitions may be picked up or printed from the City's website and circulated | August 8, 2023 (Tuesday)   |                |
| Deadline to file Nomination Petitions   | August 28, 2023 (Monday)   |                |
| Campaign Reports due (21 days before Election)  | October 17, 2023 (Tuesday)   |                |
| Annual Campaign Reports due (if applicable) from <u>prior election</u> Candidates       | November 1, 2023 (Wednesday) and annually thereafter   |                |
| Campaign Reports due (Friday before Election)   | November 3, 2023 (Friday)  |                |
| Campaign Reports due (35 days after election)   | December 12, 2023 (Tuesday)  |                |