

City of Aurora

Nomination Petition Guide

November 7, 2023 Regular Municipal Election



Letter of Introduction


This guide provides general information on Aurora's nomination petition process. Reliance solely on this document is not advised. Ultimately, candidates and petition circulators are responsible for compliance with the City Code.

The City Clerk and the City Attorney's Office do not represent the interest of candidates individually, but of the City generally, and are unable to offer legal advice to individual candidates or campaigns. Candidates are strongly encouraged to consult private legal counsel if they have questions on complying with the City of Aurora Election Code.

Information not covered in this packet can be found using online resources:

- Election Webpage - www.auroragov.org/elections
- City Code - <https://aurora.municipal.codes/Code/54>

We wish you success on your journey. Please do not hesitate to contact the City Clerk's Office with any additional questions you may have.



Kadee Rodriguez, City Clerk

NOMINATION PETITION STEPS

1. Pickup Nomination Petition Sections

When: August 9, 2023 – August 29, 2023

Time: 9 AM – 4 PM **without** appointment
8 AM – 9 AM and 4 PM – 5PM **with** appointment - Call 303.739.7094 to schedule appointment

Where: Aurora Municipal Center - City Clerk's Office
15151 East Alameda Parkway, Suite 1400, Aurora, CO 80012

2. Circulate Nomination Petition Sections

Petition sections are circulated by the candidate or petition circulators. The person circulating the petition is responsible for the document at all times and must witness all signatures. Petitions may not be left at a location.

3. File Nomination Petition Sections

When: August 9, 2023 – August 29, 2023

Time: 9 AM – 4 PM **without** appointment
8 AM – 9 AM and 4 PM – 5PM **with** appointment - Call 303.739.7094 to schedule appointment

Where: Aurora Municipal Center - City Clerk's Office
15151 East Alameda Parkway, Suite 1400, Aurora, CO 80012

The nomination petition sections must be physically filed with the City Clerk's Office. Electronic filings are not accepted.

4. Petition Validation

Within three (3) days after the petition is filed, the City Clerk's Office will verify that the required number of valid signatures are obtained.

If the City Clerk's Office determines there is an insufficient number of valid signatures, the candidate will have an opportunity to circulate additional petition sections to meet the signature requirement by the September 5th deadline to file amended nomination petitions.

GENERAL OVERVIEW

Candidates for municipal office are nominated without regard to political party affiliation on petition sections supplied by the City Clerk's Office. The candidate's name, address, and municipal office they are seeking are required to be on the petition section prior to circulating.

Nomination petition sections may be picked up from the City Clerk's Office beginning August 9th at 8 a.m. and may be circulated for signatures through August 29th.

Nomination petition sections must be filed with the City Clerk's Office by 5 p.m. on August 29th.

- ! Do not remove the staples or otherwise disassemble the petition sections.
- Altered petition sections will not be accepted.

SIGNATURE REQUIREMENTS

Registered electors signing the nomination petition must include their printed name, signature, complete address, city, county of residence, and the date the petition was signed. Blue or black ink is encouraged for legibility purposes.

Candidates for elective office are required to obtain at least the minimum number of registered electors' signatures, as noted below:

Mayor and At-Large

- A minimum of one hundred (100) valid signatures of registered electors residing *anywhere* within the city of Aurora.
- Registered electors may sign only one (1) candidate petition for the office of mayor and may sign up to two (2) candidate petitions for at-large offices.

Wards

- A minimum of fifty (50) valid signatures of registered electors residing *within* the same ward as the candidate from such ward.
- Registered electors may only sign one (1) candidate petition.

Nomination Petition Circulators

Circulators must be residents of Colorado, citizens of the United States, and at least eighteen years of age. The circulator is responsible for the nomination petition at all times and must witness all signatures. Each signer must be given the opportunity to read and understand the measure they are signing.

Circulator Affidavit

The Affidavit of Circulator is included in the back of each petition section and must be properly executed and returned with the petition. No additional signatures may be added to a petition section after the *Affidavit of Circulator* has been notarized.

Candidate

Candidates must be 21 years of age or older and have resided within the municipal boundaries of Aurora for at least one year immediately preceding the date of the election. Candidates for ward seats are required to be one-year residents of the respective wards from which they are elected.

Acceptance of Nomination

The written affidavit of the candidate accepting the nomination is included on the back of each petition section and must be properly executed and returned with the petition. The acceptance of nomination contains the place of residence of the candidate and the name of the candidate in the form that they wish for it to appear on the ballot. The candidate's name may be a nickname or include a nickname but shall not contain any title or degree designating the business or profession of the candidate.

Withdrawal of Nomination

Any person who has been nominated as a candidate for municipal election, and who has accepted a nomination, may submit a Withdrawal of Nomination Affidavit with the City Clerk at any time. A candidate's name will not appear on the ballot if they withdraw 60 days before the election. If the withdrawal occurs later than 60 days before the election, the candidate's name will remain on the ballot, however, any votes for that candidate will not be counted.

NOMINATION PETITION CHECKLIST

PETITION REQUIREMENTS

- Indicates the name and address of only one candidate
- Indicates the municipal office for which the candidate is being nominated
- Includes the fully executed *Affidavit of Circulator*
- Includes the fully executed *Candidate Affidavit - Acceptance of Nomination*
- Staples have not been removed and the petition section has not been disassembled or altered in any way
- Filed with the City Clerk's Office by 5 p.m. on August 29, 2023

SIGNATURE REQUIREMENTS

- Has a sufficient number of valid signatures from registered electors of Aurora
- Includes the printed name, signature, complete address, city, and county of residence, and the date the petition was signed for each registered elector
- The registered elector resides within the same ward as the candidate if signing for a ward office
- Each registered elector has signed only one nomination petition for one candidate from their ward of residence and signed only one nomination petition for one candidate for the office of mayor
- Each registered elector has signed only up to two nomination petitions for at-large offices

2023 ELECTION CALENDAR

August 9, 2023	First day to begin circulating nomination petitions
August 29, 2023	A. Deadline for filing nomination petitions B. Deadline for candidates to record their name on a phone voicemail provided by the County Clerk for the audio ballot
September 5, 2023	A. Deadline to amend nomination petitions
September 8, 2023	A. Deadline for City Clerk to certify ballot content B. Deadline for candidate to withdraw from candidacy and not have name appear on ballot
October 16, 2023	A. First day County Clerk can mail ballots to voters B. 24-hour Drop Boxes open for ballot return C. Deadline for voters to register through a Voter Registration Drive and receive a mail ballot
October 30, 2023	First day Voter Service & Polling Centers (VSPC) open
October 30, 2023	Deadline for voters to register to vote or make updates and still receive a mail ballot
November 7, 2023	ELECTION DAY from 7:00 a.m. to 7:00 p.m.
November 15, 2023	Last day for voters to cure signature discrepancy or missing signature, or provide missing ID
November 29, 2023	A. Deadline for County Clerk to certify election B. Deadline for interested parties to request a recount of election results at their own expense
December 8, 2023	Deadline for County Clerk to complete a statutory recount of any race
December 12, 2023	Deadline for County Clerk to complete a requested recount of any race

DEFINITIONS

Candidate - Any person who seeks nomination or election to any public office of the city of Aurora that is to be voted on at a municipal election. A person is a candidate if:

- a) They have publicly announced their intention to seek election to public office. "Publicly announced" means organizing a candidate committee under ACC Sec. 54-103 or announcing an intention to seek public office through a speech, statement, or other public communication.
- b) They have circulated, or authorized another person to circulate, nomination petitions on behalf of their candidacy for public office; or
- a) They have received a contribution or made an expenditure or authorized another person to receive a contribution or make an expenditure, to support the person's election to public office.

Circulator – A person who individually circulates a petition in an attempt to obtain signatures from qualified registered electors.

Petition section – The stapled or otherwise bound package of documents containing the warning, proposed summary or statement, signature pages, and affidavit of the circulator.

Registered elector - A resident of the city who is qualified to vote under the constitution and the statutes of the state and who is registered to vote.

Regular municipal election - An election held on the first Tuesday in November in odd-numbered years.