

# Charter Amendment

*Quick Guide*



Denver Elections Division  
*Office of the Clerk & Recorder*



 720-913-VOTE (8683)  DenverVotes.org  elections@denvergov.org

   #DenverVotes

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# What You Need to Know First

This quick guide contains information needed to comply with the requirements to place an Initiated Charter Amendment on the ballot in Denver. Interested individuals are encouraged to familiarize themselves with **ALL** of the requirements referenced in this guide.

## Where to File Your Forms

**Charter Amendment and campaign finance documents are filed here:**

Denver Elections Division  
200 West 14<sup>th</sup> Avenue  
Denver, CO 80204

**Customer service contact for procedural questions:**

Elections Division Communications Office  
[electionscomm@denvergov.org](mailto:electionscomm@denvergov.org)  
720-865-4872

## Disclaimer

Interested individuals are advised that legal provisions are subject to amendment from time to time. Therefore, it is incumbent on a person to determine if any new legislation or rules have been enacted. Information contained in this guide may not be either exclusive or all-inclusive of other information related to initiating a Charter Amendment. It is the sole responsibility of a petitioners' committee to determine and comply with all applicable state or local laws, statutes, ordinances, rules, regulations, and policies in order to initiate a Charter Amendment. If you require advice or an interpretation concerning legal requirements, we suggest that you contact a private attorney. **The Office of the Clerk and Recorder cannot and will not provide legal advice.**

# Charter Amendment Quick Guide

## Step 1 – Familiarize Yourself with the Charter Amendment Petition Process

- Read Clerk and Recorder [Rule 8](#)

## Step 2 – Submit Proposed Amendment to City Council

- Submit a typed draft of the amendment to the Executive Director of City Council and to the City Attorney for review. ([Charter § 8.3.7](#))
  - Executive Director of City Council 1437 Bannock Street, Room 451 Denver, CO 80202
  - City Attorney, c/o Kirsten Crawford Denver City Attorney's Office 1437 Bannock Street, Room 353 Denver, CO 80202
- Read guidelines for submitting drafts. ([D.R.M.C. § 15-3\(a\) through \(d\)](#) & [C&R Election Rule 8.2.4](#))

## Step 3 – Review and Comment Hearing

- Attend public hearing no later than 10 days after date of submissions of the original draft.
- Executive Director of City Council and the City Attorney will provide comments and suggestions to editorial changes.
  - Read plain language provisions. ([D.R.M.C. § 15-3\(a\) & \(c\)](#))
  - Read [C&R Rule 8.1.1](#) to prepare amendments to original drafts.
- Amend text and resubmit to Executive Director and City Attorney for comments if necessary. ([D.R.M.C. § 15-3\(b\)](#))

## Step 4 – Submit Petition Materials to Elections Division

- Use updated Denver Elections Division [Charter Amendment Petition forms](#).
- Submit *Charter Amendment Petition* forms to Denver Elections Division for approval.
- Submit a signed and notarized *Statement of Intent*.
  - Read *Statement of Intent* requirements. ([C&R Election Rule 8.3](#))
- Read required components of sample petition section. ([C&R Election Rule 8.4](#))
- Attach *Affidavit of Circulator* form to each petition section. ([C&R Election Rules 8.4.3](#) & [8.6.1](#))

## Step 5 – Circulate Petitions or Use eSign

- After the Denver Elections Division (DED) approves the sample petition, gather required number of signatures for regular elections and special elections. ([C&R Election Rule 8.2.1](#) & [C&R Election Rule 8.2.2](#))
- Pay a deposit for Denver's eSign tablets to gather signatures electronically. ([C&R Rule 12](#))
  - Read requirements for petition signers. ([C&R Election Rule 8.6.2](#))
  - Read requirements for petition circulators. ([C&R Election Rule 8.4.3](#))
  - Read requirements for petition signers who are unable to sign. ([C&R Election Rule 8.6.3](#))
  - Read requirement to maintain list of circulators filed with petitions ([C&R Election Rule 8.6.4](#))

## Step 6 – File Completed Petitions

- File completed Charter amendment petition to DED no later than 90 days after filing of the Statement of Intent form. ([C&R Election Rule 8.2.3](#))
  - File all petition sections at the same time in original hard copy. ([C&R Election Rule 8.7.1.A.](#))
  - Double-check deadline to turn in completed petition. ([C.R.S. § 31-2-210\(1\)\(a\)\(III\) and \(IV\)](#))

## Step 7 – Determine Petition Sufficiency

- DED will determine sufficiency of submitted petitions. ([C&R Election Rule 8.7.3](#))
  - If the petitions are sufficient, DED will send a sufficiency letter to the petitioners.
  - If the petitions are insufficient, DED will notify the committee and allow petitioners 15 days to cure the insufficiency by collecting more signatures to resubmit petition. ([C.R.S. § 31-2-210\(3\) C&R Election Rule 8.8.2](#))

## Step 8 – Protest and Hearing

- A protest in writing, under oath, may be filed with the DED by a Denver registered elector within thirty days after a petition is filed setting forth with particularity the grounds of such protest and the names protested. ([C.R.S. § 31-2-210\(1\)](#))

## Step 9 – Transmittal to City Council

- Once the petition is sufficient, the DED will transmit certification to the City Council. ([C.R.S. § 31-2-210\(3\)](#))

## Step 10 – Familiarize Yourself with Campaign Finance Laws and Online Filing System

- Read [Chapter 15, Article 3](#) of the Denver Revised Municipal Code
- Visit the online [Campaign Finance System](#)

## Step 11 – Stay Informed

- Fill out [Candidate/Campaign Contact Sheet](#) and keep information up to date.
- Please keep your daytime phone number(s) and email address(es) current with the Elections Communications Office.
- Your customer service contact is the Elections Communications Office:



720-865-4872 | Elections Communications Office



[electionscomm@denvergov.org](mailto:electionscomm@denvergov.org)



[DenverVotes.org](http://DenverVotes.org)



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The Elections Division will provide the following services to committees:

- [DenverVotes.org](https://denvervotes.org) will contain important election information including:
  - Sample ballots
  - Historical election results
  - District maps
  - Voter data updated daily
  - Committee contact information
  - The life cycle of the mail ballot.
- An informational meeting for committees will be held to explain election processes and procedures.

