

# Municipal Official Recall Petition

*Quick Guide*



Denver Elections Division  
*Office of the Clerk & Recorder*

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

   #DenverVotes

200 West 14th Avenue • Suite 100 • Denver, Colorado 80204

# What You Need to Know First

This quick guide contains information needed to comply with the requirements to recall a municipal elected official in Denver. Interested individuals are encouraged to familiarize themselves with **ALL** of the requirements referenced in this guide.

## Where to File Your Forms

**Recall and successor candidate nominating petitions 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 recall petitions. It is the sole responsibility of a petitioners' committee to determine and comply with applicable state or local laws, statutes, ordinances, rules, regulations, and policies in order to recall a municipal elected official. If you require advice or an interpretation concerning legal requirements, we suggest that you contact a private attorney. **The Elections Division of Office of the Clerk and Recorder cannot and will not provide legal advice.**

# Recall Petition Quick Guide

## Step 1 – Familiarize Yourself with the Recall Petition Process

- Read Clerk and Recorder [Rule 7](#)

## Step 2 – 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 3 – Prepare Petition Sections

- Use updated Denver Elections Division [Recall Petition forms](#)
- Submit a sample paper petition for approval ([C&R Rule 7.4](#))

## Step 4 – Circulate Petitions or Use eSign

- Pay a deposit for Denver’s eSign tablets or use your own to gather signatures electronically ([C&R Rule 12](#))
- Understand the recall petition circulator and petition signer requirements ([C&R Rule 7.6](#))
- Gather the valid number of required signatures totaling 25% of the votes cast for that office or 10% of the votes cast for councilmember-at-large ([C&R Rule 7.1](#))
  - The Denver Elections Division (DED) recommends that you gather more than the minimum number of valid signatures needed for a sufficient petition because it is likely some signatures will be rejected during Step 6.
- Observe the 90-day deadline for gathering signatures ([C&R Rule 7.1](#))
- Notarize, sign, and date the *Affidavit of Circulator* on each petition ([C&R Rule 7.3](#))

## Step 5 – File Completed Petitions

- All signed petitions must be filed at the same time ([C&R Rule 7.7.1](#))

## Step 6 – Determine Petition Sufficiency

- The DED will determine sufficiency of submitted petitions ([C&R Rule 7.7.2](#))
  - If the petitions are sufficient, the DED will send a letter of sufficiency ([C&R Rule 7.8.1](#))
  - If the petitions are insufficient, the DED will notify the Committee that it may gather additional signatures. But this is possible only if turned in before the 90-day circulation deadline.  
([C&R Rule 7.8.2](#))

## Step 7 – Protest and Hearing

- Any registered Denver voter may file a protest during the 25-day review period ([C&R Rule 7.9](#))

### Step 8 – Deadline to File Successor Candidate Petitions

- Nominating petitions for successor candidates may be circulated after determination of recall petition sufficiency. Completed petitions must be filed no later than 60 days before the Recall Election. ([C&R Rule 7.12.1](#))

### Step 9 – Determination of Ballot Order of Successor Candidates

- Once sufficiency has been completed for all petitions, the order in which candidates' names appear on the ballot will be determined by lot. ([C&R Rule 4.7.1](#))

### Step 10 – 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)
-  [/DenverElections](https://www.facebook.com/DenverElections)
-  [/DenverElections](https://twitter.com/DenverElections) #DenverVotes
-  [@DenverVotes](https://www.instagram.com/DenverVotes)

The Elections Division will provide the following services to candidates:

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

