

# School Board Candidate

*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 run for School District Director in Denver. Interested individuals are encouraged to familiarize themselves with **ALL** of the requirements referenced in this guide.

## Where to File Your Forms

### School District Director Candidate 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 running for School District Director. It is the sole responsibility of a petitioner to determine and comply with applicable state or local laws, statutes, ordinances, rules, regulations, and policies in order to run for School District Director. 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.**

# School District Director Candidate Quick Guide

## Step 1 – Eligibility and Qualifications

- Read qualifications for office of School District Director. ([C.R.S. §§ 22-31-107 & 1-4-803\(5\)](#))

## Step 2 – Campaign Finance Requirements (File with the Colorado Secretary of State)

- Read campaign finance laws and Colorado Secretary of State Rules concerning campaign and political finance. ([Art. XXVIII of the Colorado Constitution](#) & [C.R.S. § 1-45-101](#))
- Comply with the Colorado Secretary of State office's outlining requirements and necessary forms. ([Colorado SOS website](#))

## Step 3 – File a Statement of Intent

- File a written *Statement of Intent* no later than sixty-seven (67) days before the election date. ([C.R.S. § 22-31-107\(2\)](#))

## Step 4 – Use eSign or Obtain Printed Petitions

- Use updated Denver Elections Division [School District Director Candidate Petition forms](#).
- Pay a deposit for Denver's eSign tablets or use your own to gather signatures electronically. ([C&R Rule 12](#))

## Step 5 – Circulate Petitions

- Gather signatures beginning the ninetieth (90<sup>th</sup>) day before the election. ([C.R.S. §§ 1-4-803\(1\)\(b\) & 22-31-107\(2\)](#))
  - Read the 50-signature requirement. ([C.R.S. § 1-4-803\(1\)\(a\)](#))
  - The Denver Elections Division (DED) recommends that you gather more than the minimum number of valid signatures needed for sufficient petition because it is likely some signatures will be rejected.
- Read criteria for circulators and petition signers. ([C.R.S. § 1-4-905\(1\) & \(2\)](#))
  - Read guidelines for electors who are physically unable to sign a petition. ([C.R.S. § 1-4-904\(4\)](#))

## Step 6 – File Completed Petitions

- File nomination petition no later than sixty-seven (67) days before the election date. ([C.R.S. § 1-4-803\(2\)](#))
- Notarize, sign, and date the *Affidavit of Circulator* on each petition. ([C.R.S. § 1-4-905\(3\)](#))
- Submit a notarized *Affidavit of Candidate: Qualifications and Acceptance*. ([C.R.S. § 1-4-906](#))

## Step 7 – Determination of Sufficiency

- DED verifies petition signatures. After review, DED will notify the candidate if the petition appears to be sufficient or insufficient. ([C.R.S. § 1-4-908](#) & [SOS Rule 15](#))
  - If sufficient, DED will issue a *Statement of Sufficiency*. ([C.R.S. § 1-4-912](#))
  - If insufficient, DED will notify the candidate about steps available to cure insufficiency before the sixty-seventh (67<sup>th</sup>) day deadline. ([C.R.S. § 1-4-912](#))
  - Candidates may amend petition to replace signatures. ([C.R.S. § 1-4-912](#))

### Step 8 – Protest of Nomination

- If the Elections Division determines that a petition is insufficient, the candidate named in the petition may petition the district court within five (5) days for a review of the determination. ([C.R.S. §§ 1-1-113](#) & [1-4-909\(1.5\)](#))

### Step 9 – Determination of Ballot Order

- After sufficiency is determined and completed, the order in which the candidates' names appear on the ballot will be determined by lot. ([C.R.S. § 1-5-406](#))

### 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)



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The Elections Division will provide the following services to candidates:

- [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 candidates will be held to explain election processes and procedures.