


Initiated Ordinance

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 initiate an ordinance in Denver. Interested individuals are encouraged to familiarize themselves with **ALL** of the requirements referenced in this guide.

Where to File Your Forms

Initiated Ordinance and campaign finance documents are filed here:

Denver Elections Division
200 West 14th Avenue
Denver, CO 80204

Customer service contact for procedural questions:

Elections Division Communications Office
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 Initiated Ordinance 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 initiate an ordinance. 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.**

Petition for Initiated Ordinance Quick Guide

Step 1 – Submit the Proposed Ordinance to City Council

- Submit a typewritten draft of the title and text of proposed ordinance 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 drafting requirements and suggestions. ([D.R.M.C. §15-3\(a\) through \(c\)](#) & [C&R Election Rule 5.2.2](#))

Step 2 – Attend a Review and Comment Hearing

- The Director of the City Council staff and City Attorney will hold a public meeting to provide petitioners with comments concerning the submission's format or contents. ([D.R.M.C. § 15-3](#))
- Before submitting the title and petition to the Denver Elections Division (DED), petitioners may amend text in response to comments. Read [C&R Rule 5.1.1](#) 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\(b\)](#))
 - After the public meeting, the Director of the City Council staff and City Attorney will jointly certify to the DED that the petitioners complied with the review and comment requirement. ([C&R Election Rule 5.1](#))

Step 3 – Submit Petition Materials to Elections Division

- Use updated Denver Elections Division [Initiated Ordinance Petition forms](#)
- Submit a signed and notarized *Affidavit of Petitioners' Committee* and a sample petition section.
 - Read the requirements for these forms and assemble the sample petition in the correct order. ([C&R Election Rules 5.2, 5.3, 5.4, & 5.5](#))

Step 4 – Elections Division Review

- After three (3) full days of review, the DED will send petitioners a letter of acceptance or rejection of materials. ([C&R Election Rule 5.5.1](#))

Step 5 – Circulate Printed Petitions or use eSign

- Pay a deposit for DED's eSign tablets or use your own to gather signatures electronically ([C&R Rule 12](#))
 - Read requirements for petition circulators. ([C&R Election Rule 5.4.3](#))
 - Read requirements for petition signatories. ([C&R Election Rules 5.7.2](#) & [5.7.3](#))
 - Read requirements for assisting signatories unable to personally sign the petition. ([C&R Election Rule 5.7.4](#))
 - Read requirement to maintain list of circulators filed with petitions ([C&R Election Rule 5.7.5](#))

Step 6 – File Completed Petitions

- Correctly assemble completed petitions and file petition to DED no later than 180 days from the date of approval. ([C&R Election Rule 5.2.1](#))
- All petitions must be filed at the same time. ([C&R Election Rule 5.8.1.F](#))

Step 7 – Determine Petition Sufficiency

- The DED will determine sufficiency of submitted petitions (9184 electors required) ([C&R Election Rule 5.9.1](#))
 - If the petitions are sufficient, the DED will send a letter of sufficiency.
 - 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 180-day circulation deadline. ([C&R Election Rule 5.9.2](#))

Step 8 – Protest and Hearing

- Any Denver registered voter may file a protest within the 25-day review period. ([C&R Election Rule 5.10](#))

Step 9 – File Campaign Finance Paperwork

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

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



DenverVotes.org



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The Elections Division will provide the following services to committees:

- [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

