



Town of
SNOWMASS *Village*

MUNICIPAL ELECTION GUIDE

FOR

COUNCIL AND MAYORAL CANDIDATES

TOWN OF SNOWMASS VILLAGE

GENERAL MUNICIPAL ELECTION

NOVEMBER 8, 2022



Town of
SNOWMASS *Village*

August 1, 2022

To all Town Council and Mayoral Candidates:

Welcome Candidate!

Thank you for your interest in participating in the Town of Snowmass Village's Municipal Election. The election will be a coordinated election with Pitkin County held on Tuesday, November 8, 2022.

The enclosed materials have been prepared by the Town Clerk to answer general questions concerning the election process, nomination and petition information, council meetings and required Fair Campaign Practice Act (FCPA) report filings.

If you have questions after reviewing this information, or at any phase of the election process, please call me at 970-922-2271, or by e-mail at clerk@tosv.com. I will be happy to find answers to your questions.

I look forward to working with you during this election!

Megan Harris Boucher
Town Clerk

GENERAL INFORMATION

The Snowmass Village Regular Municipal Election will be held on **Tuesday, November 8, 2022**. The following Town Council seats will be available for election at that time: two (2) Town Council seats for four-year terms and one (1) Mayoral seat for a two-year term.

CANDIDATE QUALIFICATIONS

Qualifications to run for municipal office are as follows:

- Candidate must be a resident of Snowmass Village for a least twelve consecutive months immediately preceding the date of election;
- Candidate must be at least eighteen (18) years of age;
- Candidate must be a registered voter of the Town of Snowmass Village;
- A person must file a Candidate Affidavit form within ten (10) days after publicly announcing their intent to be a candidate for the election. If a public announcement is not made, a candidate must file the form within ten (10) days after submitting a completed Nomination Petition to the Town Clerk;
- Candidate must file a Nomination Petition with the Town Clerk.
(Petition located in the back of this booklet)

NOMINATION PETITIONS

A candidate for municipal office is required to submit a Nominating Petition containing no less than ten (10) signatures of registered electors of Snowmass Village. The Town Clerk has asked that you obtain a couple extra signatures in case one of the ten is not a registered elector. Nomination Petition forms will be available in the office of the Town Clerk beginning **August 9, 2022** Colorado Revised Statutes require those signing the Petition to be registered voters and to print, as well as sign, his or her name in the appropriate location on the Petition.

Completed Nomination Petitions must be filed with the Town Clerk no later than **5:00 pm on Monday, August 29, 2022**.

Candidates who wish to do so can obtain a computerized printout of registered voters by contacting the Pitkin County Clerk, Election Department, at 970-920-5180 x5. A fee of \$25.00 plus \$0.02 per name will be charged for the list.

WITHDRAWAL FROM NOMINATION

A person whose Nomination Petition has been properly completed and certified by the Town Clerk may withdraw from nomination by filing a sworn statement with the Town Clerk prior to **October 14, 2022**. Your name will still appear on the ballot. If you want to withdraw and your name not be on the ballot you will need to withdraw by **September 9, 2022**.

BALLOT

Candidate's names are placed on the ballot as drawn by lot. The name appearing on the ballot may include a nickname but shall not contain any title or degree designating the business or profession of the candidate. This is a mail in ballot.

COMPENSATION OF ELECTED OFFICIALS

The newly elected positions of Mayor and Council Member are part-time and are reflected in the compensation paid to those elected. The salaries are as follows: \$2,200.00 per month for the Mayor and \$1,700.00 per month for the Mayor Pro-Tem and Council Members.

The Town Council will elect a Mayor Pro-Tem from the Council at their organizational meeting. The organizational meeting will be the first regular Council meeting following the election.

POLLING PLACE

The Town of Snowmass Village is coordinating with Pitkin County for the November 8 General Election. Voters may return their ballots by drop box, mail or vote in-person at one of three "Voter Service Polling Centers" (VSPCs) in Pitkin County on Election Day. The Snowmass Village VSPC is located in Town Council Chambers in Town Hall, 130 Kearns Road. Election Day hours are 7 a.m. until 7 p.m. Ballots may be dropped off in the secure, surveilled ballot box located in front of Town Hall.

WATCHERS OF ELECTION

Candidates are allowed to appoint a watcher during the election. Typically, a watcher and their alternate(s) try to assess the voter turnout by reviewing the list of those who have voted from the poll book. Copies of the poll book which lists voters' names may be made available by the election judges in order to assist poll watchers who wish to contact and urge registered electors to vote. Poll Watchers must obtain and submit a completed Poll Watcher's Certificate from the County Clerk. Poll Watcher's Certificates can be obtained from the Pitkin County Clerk in Aspen.

COUNTING CENTER

Three logic and accuracy tests will be conducted for the voting equipment. The first test will take place on the day before the election, the second will be held just prior to counting the ballots on Election Day, and the third test will be conducted immediately after the ballots are counted. Candidates and/or their representatives are invited to attend these logic and

accuracy tests. Interested candidates should contact the County. Those allowed in the counting center during the actual counting of the ballots on Election Day include the watchers, judges, and Town staff.

ELECTION JUDGES

Three election judges are required at the polling place. Judges are required to attend a training session before the election. Persons interested in serving as election judges should contact the Pitkin County Clerk's office.

FAIR CAMPAIGN PRACTICES ACT (FCPA) and COLORADO CAMPAIGN AND POLITICAL FINANCE MANUAL

On December 6, 2002, Amendment 27, Campaign and Political Finance (CPF), approved by Colorado voters at the 2002 General Election, became law. It is now Article XXVIII of the Colorado Constitution. This presents a new challenge for all committees and election administrators: How to incorporate the new law while adapting to the changes it makes to existing law [Title 1, Art. 45; Fair Campaign Practices Act (FCPA)]. The 2003 Edition of the Campaign and Political Finance Training Manual introduces the new law while highlighting the changes to the previous statute.

Candidates are required to file reports as outlined in by the Fair Campaign Practices Act. The Secretary of State is required to provide report forms and information to the Municipal Clerk. This information is included in this packet. All reports are to be filed with the Town Clerk.

ELECTION CAMPAIGN MATERIALS

"IDENTIFY YOUR CAMPAIGN MATERIAL"

All campaign material must include a disclaimer. The disclaimer must be clearly set apart from the text and identify the name of the "person(s)" as sponsors responsible for the material, such as the name of the individual or campaign president, chairman, treasurer or other responsible official.

Examples of campaign material:

cards	pamphlets
circulars	posters
buttons	bumper stickers
advertisements	other material in writing

If identification does not appear on campaign material, it is an election offense. Any person may file an affidavit, stating the name of any "person(s)" who have violated this provision and the facts which constitute the alleged offense, with the *District Attorney or the Attorney General of the state of Colorado*

VOTER REGISTRATION

Residents may register to vote online at PitkinVote.org or at the Pitkin County Clerk's Office, ***the deadline for voter registration to have your ballot mailed is October 31, 2022.***

REGULAR COORDINATED MUNICIPAL ELECTION

NOVEMBER 8, 2022

CANDIDATE ELECTION CALENDAR

Within ten (10) days after a person publicly declares that they intend to run for office, that person must file a Candidate Affidavit form with the Town Clerk.

8/09/22 First day that nominating petitions may be circulated.

8/29/22 Last day that nominating petitions may be circulated and signed. The petitions are due in the Town Clerk's Office by the close of business on this day.

Any qualified voter is required to register with the Town Clerk within 10 days after announcing in public that he/she plan to run for office.

- or -

Candidates who have not earlier declared publicly that they intend to run for office can obtain nomination petitions beginning on **August 9, 2022**.

Candidates must file a Candidate Affidavit with the Town Clerk within ten (10) days after submitting a completed Nomination Petition to the Clerk.

IMPORTANTANT DATES

Sept TBD, 2022 Orientation meeting with Town Manager, Clint Kinney

October 31, 2022 Last day to register to vote to receive a mail ballot. After this date voters may pick up ballots in person at any Voter Service and Polling Center

October 14, 2022 Last day for a candidate to withdraw his/her candidacy.

FILING DATES

21 days before Election:

Oct 18, 2022 Deadline for filing 1st Report of Contributions and Expenditures statement and Independent Expenditures report.

4 days before Election:

Nov 4, 2022 Deadline for filing 2nd Report of Contributions and Expenditures statement and Independent Expenditures report.

30 days after Election:

Dec 8, 2022 Deadline for filing the post-election Report of Contributions and Expenditures statements and Independent Expenditures report. Use the same forms as used for the pre-election election filings.