



To Town of Mead Trustee and Mayoral Candidates:

The enclosed materials have been prepared by the Mead Town Clerk's Office for reference by Trustee/Mayoral candidates in the Town of Mead Regular Municipal Election. The Town of Mead will hold a mail ballot election coordinated with Weld County on **Tuesday, November 8, 2022**. Included are a summary of the basic requirements associated with the election, a listing of certain election dates, and all forms required for participation in the election.

This packet is intended for and provided as information only. The Town Clerk's office cannot and does not provide legal advice. Please consult your own attorney if you have specific questions about election laws.

If you have any questions after reviewing the enclosed materials, please call or email me. Good luck!

Sincerely,

Mary Strutt, MMC
Town Clerk / Treasurer
mstrutt@townofmead.org
970-805-4182

1. GENERAL ELECTION INFORMATION

The Town of Mead is a statutory Town whose actions are generally governed by the Colorado Revised Statutes (C.R.S.). Election rules are covered in Title 31 - Municipal Election Code; and Article 1, Title 1, Elections, of the Colorado Revised Statutes (C.R.S.). A complete set of Colorado Revised Statutes is available for review at the Town Hall.

The Town of Mead Regular Municipal Election will be held on November 8, 2022. The election is being coordinated by Weld County, which means Weld County Elections will mail paper ballots and receive and count the ballots. Several drop-off locations are located around Weld County, with a 24 hour drop box located at the Southwest Weld Services Center, 4209 WCR 24.5, Longmont, CO 80504. Polls will be open from 7:00 a.m. until 7:00 p.m. on Election Day.

At this election, eligible persons registered to vote will have the opportunity to vote for one Mayor and four Trustees. Qualified voters must have resided within the Town's limits as of October 17, 2022 and be properly registered with the Weld County Clerk. Voter registration material is available at the Mead Town Hall or online with the Colorado Secretary of State's office. All municipal elections are nonpartisan, and nomination is accomplished by petition.

The Mayoral candidate with the highest number of votes will be elected. The term for Mayor will be four years. The three Trustee candidates receiving the highest number of votes will be elected to the Board of Trustees with four-year terms. The candidate with the fourth highest number of votes for the Trustee position will be elected to a two-year term which is completing a vacated position. Those elected will serve commencing at the first Regular Board Meeting following the certification of election results. Successful candidates are expected to be sworn into office at the November 28, 2022, Board meeting.

2. QUALIFICATIONS TO HOLD MUNICIPAL OFFICE

Persons wishing to run for Mead municipal office must meet the following criteria:

1. U.S. citizen
2. At least 18 years of age
3. Resident of Mead at least 12 consecutive months preceding date of election
4. Registered elector
5. Maintains residence throughout term of office

3. NOMINATION PROCEDURE

Candidates for municipal offices shall be nominated "at large", without regard to political party affiliation or geographic location. Municipal candidates are all nominated by petition. Nomination petitions will be available at the Town Clerk's Office, in the Mead Town Hall on Tuesday, August 9, 2022, and may be circulated August 9, 2022 – August 29, 2022. Nomination petitions must be filed in the Town Clerk's office **no later than 5:00 p.m. on Monday, August 29, 2022.**

Each nomination petition shall be completed with the name of the candidate as he/she wishes it to appear on the ballot, the candidate's place of residence, and the office being sought.

Candidates may use a nickname but may not use any title or degree designation with the business or profession of the candidate.

Every petition shall have attached a written affidavit of the candidate accepting such nomination.

Withdrawal from Election: A candidate whose nomination petition has been properly completed and certified may withdraw from the election by submitting a written affidavit to the Town Clerk stating their withdrawal no later than 5:00 p.m., Tuesday, September 6, 2022.

4. CIRCULATION OF NOMINATION PETITIONS

The candidate may circulate his/her own petition or may have others circulate petitions for them. However, each nomination petition can only be circulated by one person.

Nomination petitions *cannot be left unattended* by the circulator.

The circulator *must witness* and certify by affidavit that each signature is the signature of the person whose name it purports to be, and that each signer has stated to the circulator that he is a registered elector of the Town of Mead.

The nominating petition must contain 10 signatures of registered electors residing within the town limits of the Town of Mead. An elector has the right to sign *only* as many petitions as there are offices to fill (i.e., four Trustee and one Mayor petitions in this election). Each registered elector signing the petition must also print their name and **physical address** as it appears on their voter registration (no P.O. Boxes, please).

A candidate may wish to obtain more than the required 10 signatures in the event a name is challenged, found to be ineligible, or otherwise eliminated. Signatures will be verified by the Clerk. If signatures are eliminated by the Clerk resulting in fewer than 10 registered electors signing a petition, the petition circulator will have time in which to amend the petition. The last day to amend a nomination petition is Friday, September 2, 2022.

First day petitions may be circulated:	August 9, 2022
Last day to file nomination petitions:	August 29, 2022
Last day to amend nomination petitions:	September 2, 2022

5. WRITE-IN CANDIDATES

Write-in candidate votes will not be counted unless an Affidavit of Intent has been received. An Affidavit of Intent of Write-In Candidate must be submitted to the Town Clerk no later than 5:00 p.m. Friday, September 2, 2022.

6. VOTER REGISTRATION INFORMATION

To be eligible to vote, one must be eighteen years of age, be a citizen of the United States, have resided in this State and in the Town of Mead for twenty-two (22) days immediately preceding the election. Citizens may register to vote up to the date of the election.

Voter registration forms are available through any municipal or county clerk's office. Voter registration may be confirmed or completed at GoVoteColorado.com.

The last day to register to vote in this election

**Election Day,
November 8, 2022**

7. BALLOTS

The position of names on the official ballot is determined by lot. The Town Clerk will conduct the drawing by lot at the Mead Town Hall, 441 Third Street, at 8:30 a.m. on Wednesday, September 7, 2022. Either the candidate or a representative appointed by the candidate may be present.

8. FAIR CAMPAIGN PRACTICES ACT (FCPA)

The reporting requirements of the Fair Campaign Practices Act apply to all candidates. All forms required by the Act must be filed with the Town Clerk.

It is the responsibility of each candidate to become familiar with, and meet, the reporting and filing provisions of the Fair Campaign Practices Act (FCPA). A copy of the Colorado Fair Campaign Practices Act and Colorado Amendment 27 is available online at the Colorado Secretary of State, on the Elections page under Campaign Finance.

Forms necessary to complete this requirement are attached. Please review the documents thoroughly to proceed within these guidelines.

Attached is the **Candidate Affidavit**, which a candidate is required to file with the Town Clerk within 10 days of becoming a candidate (at the time nomination petitions are received and certified by Town Clerk).

Attached is the **New Committee Registration** which is required to be filed with the Town Clerk if a new committee is formed.

Attached is the **Detailed Summary Report of Contributions and Expenditures**, including **Schedules A, B, C, and D**, which a candidate is required to file with the Town Clerk if outside contributions are accepted.

Attached is the **Statement of Personal Expenditures by a Candidate**, which a candidate is required to file with the Town Clerk, if the candidate has not received any contributions (does not have a candidate committee) but has made expenditures from personal funds.

Attached is the **Candidate Statement of Non-Receipt of Contributions or Non-Expenditure of Funds** which a candidate is required to file with the Town Clerk even if a candidate receives no outside contributions.

Deadlines for filing FCPA forms are at 5:00 p.m.:

***Within 10 days of becoming a candidate, you MUST file the Candidate Affidavit. Failure to submit this form “shall result in the disqualification of such person as a candidate.”**

First Campaign Report due:	October 18, 2022
Second Campaign Report due:	November 4, 2022
Third and Post Campaign Report due:	December 8, 2022

***DO NOT FILE FCPA FORMS ELECTRONICALLY. All FCPA forms in this election are filed with the Town Clerk.**

Even if a candidate accepts no contributions, nor expends any funds, there are FCPA forms to complete.

Failure to comply with the requirements of FCPA may result in enforcement action and the imposition of fines (CRS 1-45-111.53). For more information on FCPA, please visit www.sos.state.co.us