



Town of Mt. Crested Butte, Colorado

Special Municipal Election

Tuesday, February 13, 2024

Candidate Packet



Dear Candidate:

The enclosed information has been prepared as a general guide for prospective municipal candidates. This packet provides a summary of the basic requirements associated with the candidacy and other pertinent information about the election process. However, the Town Clerk's Office **cannot provide legal advice**. Specific requirements may be found in the Colorado State Constitution, Colorado Revised Statutes, and the Colorado Fair Campaign Practices Act (FCPA).

Each candidate should pay particular attention to the Fair Campaign Practices Act, which is provided in this packet. The candidate is responsible for the filing of the appropriate documents in a timely manner. All information and reminder notices you receive are a courtesy only. It is your responsibility to comply with the Colorado Fair Campaign Practices Act.

Within 10 days after announcing your candidacy, please file the "Candidate Affidavit" form with the Mt. Crested Butte Town Clerk. The "New Committee Registration Form" must be filed with the Town Clerk **before** accepting or making any contributions. All contributions received by a candidate committee must be deposited in a financial institution, in a separate account, whose title must include the name of the committee.

I look forward to working with you throughout the election process. If you have any questions, please contact the Town Clerk's office – toconnell@mtcb.colorado.gov or 970-349-6632 ext 103.

Thank you,

Tiffany O'Connell, MMC
Town Clerk

Qualification for Office:

Section F of the Mt. Crested Butte Town Charter states that “Each council member when nominated and elected shall be a citizen of the United States; a registered elector of the Town of Mt. Crested Butte and shall have resided in the town or any territory thereafter annexed for one (1) year immediately preceding such election. The election commission shall be the judge of election and the qualifications of the council.”

Nomination Petitions:

- Nomination petitions will be available at Town Hall by noon on Wednesday, November 22, 2023.
- Nomination petitions may **not** be circulated or signed before November 22, 2023.
- Petitions must be filed with the Mt. Crested Butte Town Clerk by 5:00 P.M. on December 11, 2023. Late petitions will **not** be accepted.
- A minimum of 10 valid signatures must be collected on the official Town of Mt. Crested Butte Nomination Petition form.
- It is suggested you collect more than 10 signatures to ensure the petition is sufficient.
- The Town Clerk will verify the signatures on the petition to ensure compliance with Colorado Revised Statutes (“C.R.S.”), Title 31, Article 10, Section 302.
- Signatures must be legible, in pen and all boxes must be **completely filled out** or they cannot be considered valid. The circulation must ensure that the signor is a registered voter in the Town of Mt. Crested Butte.
- Candidates will be notified in writing of insufficient petitions and will have until **December 11, 2023**, to amend them.
- Do not remove any staples or separate the pages of the nomination petition form. If you need additional forms, please let us know.
- The affidavit of circulator is completed after you have collected your signatures. Do not sign this prior to collecting signatures.
- The candidate affidavit must be turned in with your nomination petition.
- Notary–Town Hall staff will not notarize these documents. You will need to find a notary somewhere else.

Campaign and Political Finance Forms

Candidates and others pertinently involved must adhere to the provisions of the Colorado Fair Campaign Practices Act (FCPA). All necessary forms **must** be filed with the Mt. Crested Butte Town Clerk on the appropriate dates. Do **NOT** send these forms to the Colorado Secretary of State.

Required Forms

These forms are required by the Secretary of State, even if you do **not** spend any money. Reports may be filed by e-mail no later than the close of business on the due date.

Required Forms:

- Candidate Affidavit – due within 10 days of announcing candidacy
- Financial Disclosure Form – due within 10 days of filing the *Candidate Affidavit*.
- Committee Registration Form – before receiving any contributions, a committee registration form must be filed.
- Report of Contributions and Expenditures. Due
 - 21 days before election day – January 23, 2024
 - Friday before election day – February 9, 2024
 - 30 days after election day – March 14, 2024
 - Annually until the committee is terminated

- Only the most commonly filed candidate forms are in this packet and on our website. For other forms please go to the Colorado Secretary of State's web site.

It is your responsibility to become familiar with the provisions of the Colorado Fair Campaign Practices Act.

Here are links for more information:

<https://www.sos.state.co.us/pubs/elections/CampaignFinance/home.html>

<https://www.sos.state.co.us/pubs/elections/CampaignFinance/files/CPFManual.pdf>

Important Dates to Remember:

2024 Special Election Calendar

11/22/2023	<ul style="list-style-type: none">• First day candidates may pick up and circulate nomination petitions
11/22/2023	<ul style="list-style-type: none">• First day absentee ballots may be requested
12/11/2023	<ul style="list-style-type: none">• Last day to file candidate nomination petitions with the Town Clerk• Last day to amend a candidate nomination petition• Last day to file an affidavit of intent to be a write-in candidate• Last day to withdraw a nomination petition
1/16/2024	<ul style="list-style-type: none">• Names drawn for ballot position – Mt. Crested Butte Town Hall – 4:00 P.M.
1/23/2024	<ul style="list-style-type: none">• First Campaign and Political Finance Filing Report Deadline
2/9/2024	<ul style="list-style-type: none">• Last day to apply for an absentee ballot unless an emergency exists• Campaign and Political Finance Report Filing Deadline
4/1/2024	<ul style="list-style-type: none">• Campaign and Political Finance Filing Deadline
2/13/2024	<ul style="list-style-type: none">• Election Day
2/21/2024	<ul style="list-style-type: none">• Last day to count UOCAVA ballots received by mail.
2/23/2024	<ul style="list-style-type: none">• Deadline for canvass of votes
2/28/2024	<ul style="list-style-type: none">• Last day a recount may be requested
3/14/2024	<ul style="list-style-type: none">• Campaign and Political Finance Filing Deadline

Election Signs

Per the Mt. Crested Butte Town code election signs that are temporary do not required a sign permit as long as they meet the Town Code.

Sec. 16-3 Exempt signs.

(a) The following signs shall be exempt from the provisions of this chapter:

- (1) Government signs;
- (2) Wayfinding signs.

(b) The following signs shall not require permits, but must meet all the requirements of signs requiring permits and may not exceed the specified height and size as stated in this chapter:

(1) Flags. Flags shall not exceed forty (40) square feet in size and no flagpole shall be higher than (40) feet above the ground;

(2) Temporary signs, except for those placed in the town's rights-of-way. Unless expressly allowed elsewhere in this chapter, a temporary sign shall be removed upon completion of the purpose for which it was erected;

(3) Yard signs. Yard signs shall have an aggregate maximum of twenty-four (24) square feet with no individual sign more than six (6) square feet. Yard signs shall have a maximum height of four (4) feet measured from the ground;

Sec. 16-2 Definitions

Temporary sign shall mean a sign or advertising display constructed of cloth, canvas, fabric, plywood or other light materials and erected for short-term use as set forth in this chapter.

Yard sign shall mean a temporary, portable sign displayed on a lot or on premises designed or intended to be displayed for a limited period of time.

Candidate Resource Guide

The following is a list of resources that may help you learn more about the Town of Mt. Crested Butte and municipal government in general. These resources are available online or can be requested through the Town Clerk.

- [Colorado Municipal League – Municipal Candidates Guide](#) -
- [Ethics, Liability and Best Practices Handbook](#)

Other Important Information:

- I would recommend attending a few council meetings to understand the current topics the council is working on. They meet the first and third Tuesday of the month at 6pm. All Town Council agendas, minutes and packets can be found here: <https://mtcrestedbuttecolorado.civicweb.net/portal/>
- Council meetings start at 6pm but we do have quite a few work sessions beforehand. Work sessions usually start at 5pm, but sometimes earlier. Meetings go until about 9pm.
- The Council also represent the Town on various boards and committees. The Town has representatives on the following:
 - CML Policy Committee
 - One Valley Leadership Council
 - Club 20
 - Colorado Association of Ski Towns
 - Crested Butte/ Mt. Crested Butte Chamber of Commerce
 - RTA
 - Downtown Development Authority Board
 - Mountain Express
 - Gunnison Valley Regional Housing Authority6 Board
 - Gunnison Valley Transportation Planning Region Committee
 - Region 10
 - Gunnison Valley Land Preser4vation Board
 - Tourism Associations Advisory Board
 - Crested Butte Center for the Arts.

- You can expect to spend 10 to 15 hours a month on Council business.
- Councilors get paid \$700 per month and the mayor gets paid \$1200 per month.