



City of
Golden

Candidate Guidelines
General Municipal Election
November 5, 2019

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GENERAL

INTRODUCTION

The *Candidate Guidelines* are furnished as a source of general information about the basic requirements of, and deadlines for, candidacy for City Council. The upcoming General Municipal Election will be on November 5, 2019. In addition, general information is provided regarding administration of the election and basic information about the organization of the City Council. These *Guidelines* contain basic information and are not intended to be comprehensive in scope or depth. If you have questions regarding the interpretation of applicable laws and regulations for your particular situation, you may wish to consult with a private attorney who can provide you with that interpretation. If there is any inconsistency between these guidelines and the applicable provisions of the Golden Municipal Code, City Charter, or state law, the provisions of the Code, Charter, or state law take precedence.

ELECTION ADMINISTRATION

All regular and special municipal elections are administered by the Golden City Clerk under the provisions of the Golden Municipal Code, the City Charter, and Colorado State Statutes. Information regarding the conduct of the election and requirements of a candidate for municipal office should be obtained from the City Clerk's Office. Other entities, such as Jefferson County, or the Secretary of State's Office are not familiar with the requirements of the Golden Municipal Code and Charter. The City Clerk's Office will assist you through the election process as much as possible. However, the City Clerk's Office cannot provide legal advice. You should consult with your own attorney about the application of the law to your individual situation. The City Clerk's Office, 911 10th Street, Golden, is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of legal holidays.

OFFICERS TO BE ELECTED

At the November 5, 2019 General Municipal Election, Mayor and District One and District Two Councilors, will be elected. They will take their oath of office and be seated at the Organizational Meeting held on, Thursday, January 9, 2020.

COORDINATED MAIL BALLOT ELECTION

The November 5, 2019 Golden General Municipal Election will be a mail ballot election coordinated with Jefferson County. After the ballot has been certified to the County Clerk by Golden's City Clerk on September 6, 2019, the County is generally responsible for the conduct of the election, which includes mailing the ballots.

Ballots will be mailed to qualified registered voters by Jefferson County beginning the week of October 14, 2019.

Voter Service and Polling Centers will be open beginning October 28, 2019.

If a voter will be absent during the mailing time and on Election Day, requests for the applications may be made orally or in writing to Jefferson County Election Department, 303-271-8111. They are also available from the Jefferson County Website at: <http://jeffco.us/elections/voting-and-registration/voting-by-mail/>

CANDIDACY

QUALIFICATIONS

Golden's Charter, Section 3.4 Qualifications, sets out the qualifications for candidacy:

An individual is eligible to be a candidate for municipal office if, at the time of nomination and election, he or she:

- is an elector of the city;
- is a citizen of the United States, for at least five (5) years;
- has been resident within the city for at least one year immediately preceding the election; and
- in the case of a District Councilor, has continuously resided in the District from which he or she is to be elected since the date of accepting any nomination for election under Chapter III, Section 3.4 of the City Charter. (The acceptance of nomination is a part of the nomination petition process.)
- no councilor shall be a salaried employee of the city during his term of office nor shall any councilor, during his term of office, perform personal services for the city for which he or she is compensated other than as provided in Section 3.5 of the Charter.

All municipal elections are non-partisan.

NOMINATION PETITIONS

Each candidate for municipal office must circulate and submit a nomination petition to the Golden City Clerk's Office containing 25 sufficient signatures. The nomination petition is available at the City Clerk's Office beginning on the first day that petitions may be circulated.

SIGNATURE REQUIREMENTS

Each Council candidate's petition must be signed by at least **25 registered electors who reside within the City for the office of Mayor and 25 registered electors who reside in the District**. Candidates are encouraged to obtain more than the required 25 signatures. The City Clerk's Office will examine signatures until 25 valid signatures have been verified, but no later than 67 days before the election (August 30, 2019).

The petition circulator must sign the Statement of Circulator on the nomination petition and the candidate must sign the Acceptance of Nomination. Both statements must be notarized. The candidate is also required, on the nomination petition form, to state how he or she wants his or her name to be placed on the ballot. *The order of names for the candidates will be determined by lot, on Wednesday, September 4, 2019 at 10:00 a.m. in the City Clerk's Office.*

The City Charter prohibits the printing of any title or degree designating the business or profession of the candidate. The candidate's name may be a nickname, but may not include any punctuation marks setting out the nickname.

PETITION DEADLINES

Nomination petitions must be obtained from the Golden City Clerk's office.

As required by the *Charter* and state law, nomination petitions must be circulated and filed within the following timeframe:

Earliest date to circulate/file: Tuesday, August 6, 2019 at 8:00 a.m. 91st day

Latest date to circulate/file: Monday, August 26, 2019 by 5:00 p.m. 71st day

NOTIFICATIONS

After the filing of the nomination petition, the City Clerk will inspect the petitions and notify the candidate as to the sufficiency of the petition. An insufficient petition may be amended to correct or replace those signatures which the clerks finds are not in apparent conformity with the requirements of the Uniform Election Code, Title 1, Colorado Revised Statutes prior to the 67th day before the day of election, August 30, 2019.

WITHDRAWAL FROM CANDIDACY

A person who has been nominated may withdraw from candidacy at any time by filing a written, notarized request with the City Clerk.

WRITE-IN CANDIDATES

Write-in votes are counted only if the write-in candidate files an affidavit of intent with the City Clerk by 5:00 p.m. on September 3, 2019. Affidavit forms are available from the City Clerk's Office.

WARD BOUNDARIES

A map is provided at the end of this document. A PDF version of this map and ward and district maps are available on the city web site at:

<https://www.cityofgolden.net/media/WardsDistricts.pdf>

The City's GIS department, located at 1435 10th Street, can provide larger maps focusing on an individual ward for a fee.

CAMPAIGN REGULATIONS

COMMENCEMENT OF CAMPAIGN ACTIVITIES

There is no limitation on the point in time when a candidate for office may commence campaign activities. However, close attention should be paid to the requirements for filing the Candidate Affidavit, registering candidate committees and maintaining bank accounts (page 5) and the placement of election signs (below).

ELECTIONEERING

State law prohibits electioneering on Election Day within any polling place, or in any public street or room, or in any public manner within 100 feet of any building in which a polling place is located.

ELECTION SIGNS

POLITICAL CAMPAIGN/ELECTION SIGN INFORMATION

The memo attached at the end of this document is an overview, please read it! For more detailed information, please refer to the appropriate regulations in the City of Golden Municipal Code. You may access the Code directly through the City's website at www.cityofgolden.net. Specific inquiries may be directed to the Department of Planning & Development at 303-384-8097.

CAMPAIGN MATERIALS

There is no requirement to register to distribute campaign materials. However, there are provisions of Chapter 5.13 Handbills, of the Golden Municipal Code that do apply. A copy of that Chapter follows this document.

IDENTIFICATION OF WRITTEN CAMPAIGN MATERIALS

There are no local requirements to identify the sponsor(s) responsible for the publication, printing, or distribution of the material.

CAMPAIGN FINANCE REPORTING REQUIREMENTS

GENERAL

On January 27, 2005, the Golden City Council adopted Ordinance No. 1682 establishing election campaign provisions to be applied to local elections in lieu of any state laws on the subject. The local provisions have been codified, as amended, in Chapter 1.05 of the Golden Municipal Code, a copy of which is included with your materials.

CANDIDATE AFFIDAVIT

When an individual becomes a candidate as defined in Section 1.05.010(b) of the Golden Municipal Code, he or she **must file a Candidate Affidavit within 10 days**. In addition to certifying that he or she is a candidate for municipal office, the Candidate Affidavit also includes a statement certifying that he or she is familiar with the provisions of Chapter 1.05 Local Campaign Finance - Reporting Requirements of the Golden Municipal Code.

CANDIDATE COMMITTEE

A candidate committee consists of a person, including the candidate, or persons with the common purpose of receiving contributions and making expenditures under the authority of a candidate. A candidate may only have one candidate committee.

COMMITTEE REGISTRATION

Each candidate's committee is required to register with the City Clerk **before** accepting contributions. All contact information provided on the registration form, including e-mail and web site addresses will be provided to the general public upon request and posted on the City's web site with other election-related information. The provision of e-mail and web site addresses on the registration form is optional. However, if provided, the information becomes a part of the public record and will be made available to the public without express permission from the committee.

BANK ACCOUNTS

All contributions received by a candidate committee must be deposited and maintained in a financial institution in a separate account, the title of which must include the name of the committee. All records pertaining to such accounts must be maintained by the committee for 90 days following any election in which the committee received contributions unless a complaint has been filed under Chapter 1.05 of the Golden Municipal Code alleging a violation of the provisions of said Chapter, in which case they shall be maintained until final disposition of the complaint and any consequent court proceedings. Such records shall be subject to inspection at any hearing held pursuant to said Chapter of the Golden Municipal Code.

CAMPAIGN REPORTS

Each candidate's committee is required to report to the City Clerk their contributions and contributions in kind received, including the name and address of each person who has made contributions or contributions in kind in the amount of \$20 or more; expenditures made; and obligations entered into by the committee.

Reports are due on the 30th day before the election, by 5:00 p.m., the 14th day before the election, by 5:00 p.m., the Friday before the election, by 5:00 p.m., 30 days after the election, by 5:00 p.m., and annually on November 1, by 5:00 p.m. until such time as a termination report is filed. If the reporting day falls on a weekend or legal holiday, the report must be filed by the close of the next business day. A report required to be filed by this chapter is timely if the original report is received by the city clerk not later than the close of business on the due date or if a copy of the report is filed by facsimile on or before the date due and the original report is filed not later than the close of business on the next business day. For the purpose of this provision, the original report shall mean a copy containing an original signature of the person completing the report.

All reports must be submitted on forms provided by the City Clerk and complete in all respects. The City Clerk's Office will conduct a thorough review of each report filed. Any report that is deemed to be incomplete or is found to contain errors will be accepted on a conditional basis and the committee treasurer will be notified in writing as to any deficiencies found. Written notice may be provided in person, by mail, by fax, or by electronic mail if an electronic mail address is on file. The committee treasurer will have seven (7) business days from the date of delivery of the notice to file an amended report that cures the deficiencies. The City Clerk's Office may call the committee treasurer if clarification is needed with regard to any report filed.

Reports must be current as of two days prior to the filing date.

Reports not filed by the close of business on the day due shall be subject to a civil penalty of \$50 per day upon the person responsible for filing reports.

The forms, in Excel format, are available for download from the City's web site.

CONTRIBUTION LIMITS

Section 1.05.040(a) of the Golden Municipal Code states: (a) *Limits on contributions to candidate committees.* No person shall make contributions and/or contributions in kind totaling more than **One Thousand Dollars (\$1,000.00) to the candidate committee of any candidate for the office of Mayor or more than Five Hundred Dollars (\$500.00) to the candidate committee of any candidate for the office of City Council from any district** or more than Two Hundred and Fifty Dollar (\$250.00) to the candidate committee of any candidate for the office of City Council from any ward. No person shall make a contribution or contribution in kind in the name of another person or knowingly permit one's name to be used by another person to affect such a contribution or contribution in kind. These limitations shall apply to all contributions or contributions in kind, whether made directly to a candidate committee or indirectly via earmarked gifts passed through an intermediary, and to all expenditures by any person that are controlled by or coordinated with a candidate or candidate committee, except that these limitations shall not apply to:

(1) Contributions or contributions in kind made by a candidate or immediate family member to his/her candidate committee;

(2) Non-committee expenditures as defined in Section 1.05.010(k);

(3) Monetary loans that are: (a) personally guaranteed in writing by the candidate, the candidate's immediate family or a business entity in which the candidate owns at least five percent; or (b) secured by real or personal property owned by the candidate, the candidate's immediate family or a business entity in which the candidate owns at least five percent; or

(4) Contributions made to a candidate committee by another candidate committee established by the same candidate for the office of Mayor or City Council.

A candidate committee which receives a contribution in excess of the limits set forth above must remit the excess to the contributor no later than 10 business days after receiving the contribution.

JOINT CONTRIBUTIONS

No person shall make a joint contribution through the issuance of a check drawn on a jointly-owned account unless: (i) the total amount of the joint contribution is less than the maximum amount that can be contributed by one (1) person under the contribution limits established in subsection (a) of this section (\$1000 for mayor candidates and \$500.00 for district candidates), or (ii) the check is signed by all owners of the account, in which event the amount of the total contribution shall be allocated equally among all such persons unless a different allocation is specified on the face of the check. No candidate committee or political committee shall knowingly accept a contribution made in violation of this subsection (b).

EXPENDITURE LIMITS

There are no limits on the amount of expenditures by a candidate committee. However, expenditures must be reported as noted earlier in this Section.

EXPENDITURES FOR POLITICAL ADVERTISING

A candidate committee cannot pay to any radio or television station, newspaper, periodical, or other supplier of materials or services a higher charge than that normally required for local commercial customers for comparable use of space, materials or services. Any such rate shall not be rebated, directly or indirectly. If any radio or television station, newspaper, or periodical charges a candidate committee a lower rate for use of space, materials, or services than the rate charged another candidate committee for comparable use of space materials, or services, the difference in such rate must be reported as a contribution in kind to the candidate committee that was charged the lower rate.

REPORT STATUS AS PUBLIC RECORD

Any report submitted pursuant to Chapter 1.05 of the Golden Municipal Code will be made available for public inspection.

No information contained in any campaign report may be sold or used by any person for the purpose of soliciting contributions or for any commercial purpose.

NOTARY SERVICES

Some election forms must be notarized and some must be filed under oath. Notary public services are usually available at banks, car dealerships, real estate offices, and at places that provide mailing services. A notary public generally charges a fee.

IMPORTANT DATES

The conduct of an election requires the City Clerk, candidates, and voters to adhere to specific deadlines. Following is a list of important dates to remember. The majority of the dates are legal deadlines and cannot be waived. It is each candidate's responsibility to comply with these dates and requirements as set forth by city charter, ordinances and state statute.

DATE	ACTION
August 6, 2019 (Tuesday)	Earliest day to circulate nomination petitions
August 26, 2019 (Monday 5:00 p.m.)	Deadline to file nomination petitions
August 30, 2019 (Friday)	Last day nominating petition may be amended to correct or replace signatures.
September 3, 2019 (Tuesday)	Last day to file an affidavit of intent to run as a write in candidate.
September 4, 2019 (Wednesday)	Draw names by lot for order on the ballot. 10:00 a.m. in the City Clerk's office
October 7, 2019 (Monday)	Campaign Reports due (30 days before Election)
October 22, 2019 (Tuesday)	Campaign Reports due (14 days before Election)
October 28, 2019 (Monday)	Last Day for New Colorado voter to register: by mail, through a voter registration agency, or local drivers license exam facility. Up to 8 days prior to the election first time voter can register at state of Colorado Online registration site www.govotecolorado.com – this is the deadline for online voter registration. Last day a ballot can be mailed.
November 1, 2019 (Friday)	Campaign Reports due (Friday before Election)
November 5, 2019 (Tuesday)	Register Anytime in Person – Including Election Day
November 5, 2019 (Tuesday)	ELECTION DAY All ballots must be in the hands of the county clerk no later than 7:00 p.m.
December 5, 2019 (Thursday)	Campaign Reports due (30 days after Election)
November 1, 2020 and beyond	Campaign Reports due (if applicable)

IMPORTANT TELEPHONE NUMBERS

The following telephone numbers are provided to assist you with election and City government related questions.

Election-Related Questions

Monica S. Mendoza, City Clerk 303-384-8014

Stacy McClure, Deputy City Clerk 303-384-8015

Sign Code Questions

Questions/Complaints Regarding Placement of Election Signs in the Public Right-of-Way

Planning and Zoning Department 303-384-8097

Voter Registration Questions/Requests for Voter Registration Records

Check voter registration on line at www.govotecolorado.com

General City Government Information (No election information)

Switchboard/Information Desk 303-384-8000

City Clerk's FAX Number 303-384-8001

THE CITY COUNCIL

ORGANIZATIONAL MEETING

Per the City Charter Chapter V Council Procedure, Section 5.1. Regular Meetings: “The first meeting in January following each general municipal election shall be known as the organizational meeting.” “The terms of councilmen elected at any general municipal election shall commence on their taking the oath of office at the ensuing organization meeting of the council.” Chapter IV Elections, Section 4.2 City of Golden Charter.

COUNCIL MEETINGS

Regular City Council meetings are held twice a month on Thursdays of each month beginning at 6:30 p.m. Study Sessions are held either following the regular meeting, or added on Thursday's as needed. Agendas with documentation for each agenda item are available at the City's website: <http://www.cityofgolden.net/government/city-council/agenda-minutes-web-casts-meeting-schedule/>

POWERS

The Charter, in Chapter III, defines the powers and responsibilities of the Mayor, Mayor Pro Tem, and City Council. All powers of the City and the determination of all matters of policy are vested in the Council, except as otherwise provided in the Charter. The City of Golden is a home rule city with the Council-manager form of government. The Mayor presides at Council meetings and is the recognized head of the city government for all ceremonial and legal purposes. The Mayor executes documents and performs any other duties provided by the Charter and ordinances of the City of Golden. The Mayor Pro Tem serves in these capacities during the absence of the Mayor. A copy of the Charter is included at the end of these *Guidelines* and is available on line at http://www.cityofgolden.net/media/pdf_7.pdf

TERMS OF OFFICE

The councilors elected at this election will serve four-year terms, commencing at the Organizational Meeting in January, 2020 until the Organizational Meeting in January, 2024.

COMPENSATION

City Council passed Ordinance No. 1689, which increased the salary of newly elected councilors beginning in January 2006. Councilors currently receive \$1323.00 per month, and the Mayor receives \$1823.00 per month (This amount increases yearly, if warranted, according to the Denver- Boulder, C.P.I.)

ETHICS AND CONFLICTS OF INTEREST

Members of the City Council are subject to Golden Municipal Code Chapter 2.32 and Chapter V of the Charter provisions relating to ethical rules of conduct and conflicts of interest. Candidates are encouraged to become familiar with these provisions.

MISCELLANEOUS ELECTION INFORMATION

CITY COUNCIL WARDS – Registration Lists

The City of Golden has four wards and two districts. This numbering system differs from precinct numbers established by the Jefferson County Elections Office. Voter registration lists are available from the Jefferson County Elections Office. You must contact Jefferson County Elections Office to obtain this information. 303-271-8111. Or go online at <http://jeffco.us/elections/data-request/>

VOTER REGISTRATION

Voters in City elections are registered electors who live within the Golden city limits. Voters can register at the Jefferson County Election Department or at the State of Colorado Online registration site at www.govotecolorado.com.

ADDRESS CHANGES

Voters can change their address at www.govotecolorado.com

ELECTION NIGHT TABULATION

Ballots will be tabulated by Jefferson County. Early results could be released shortly after 7:00 p.m. Updated results will be released throughout the evening. The results can be found on the Jefferson County Website (Results are not official until the canvass is conducted by Jefferson County, no later than November 27, 2019.) <http://jeffco.us/elections/results/> Results will also be reported on the City's Website www.cityofgolden.net

City of Golden Memorandum



To: Monica Mendoza, City Clerk
From: Rick Muriby, Planning Manager
Date: February 13, 2019
Re: Political Signs

Regarding the upcoming election season, several factors must be taken into consideration when placing signs on commercial or residential properties.

Due to recent federal case law, Golden has changed the Municipal Code related to signs. There is no longer any distinction between political signs and any other signage, which means political signs must comply with the sign code in the same manner as any other residential or commercial sign, even during election season. Since this is the first election season in Golden since this new sign code was formally adopted, **those who have been involved in past elections should also pay close attention to these sign code rule changes.**

Section 18.32.020

(b) Sign permit required. A sign permit shall be obtained from the city building division prior to the installation or construction of any temporary or permanent sign permitted under this chapter, except for such signs excluded from regulation by this chapter. Application for such permit shall include information as may be required to determine compliance with all applicable city codes and shall be subject to the applicable fee schedule as provided by city council. Temporary signs shall be counted toward the total signage allowance for the property.

Nonresidential (Commercial) Signage Rules

Section 18.32.050 of the Municipal Code regulates the types of signs and the amount of signage allowed on nonresidential properties in Golden. Any political signs must fit into this framework and must obtain a permit, per Section 18.32.020 above. **Political signs are not excluded from the permit requirement.**

Residential Signage Rules

Unlike nonresidential properties, signage for residential properties does not require a permit, but there are signage limits that must be adhered to in order to be legal and compliant with zoning code. Pursuant to Section 18.32.040 of the Municipal Code related to residential signage, signs are allowed on each developed lot or parcel or vacant lot eligible for residential development, subject to the following:

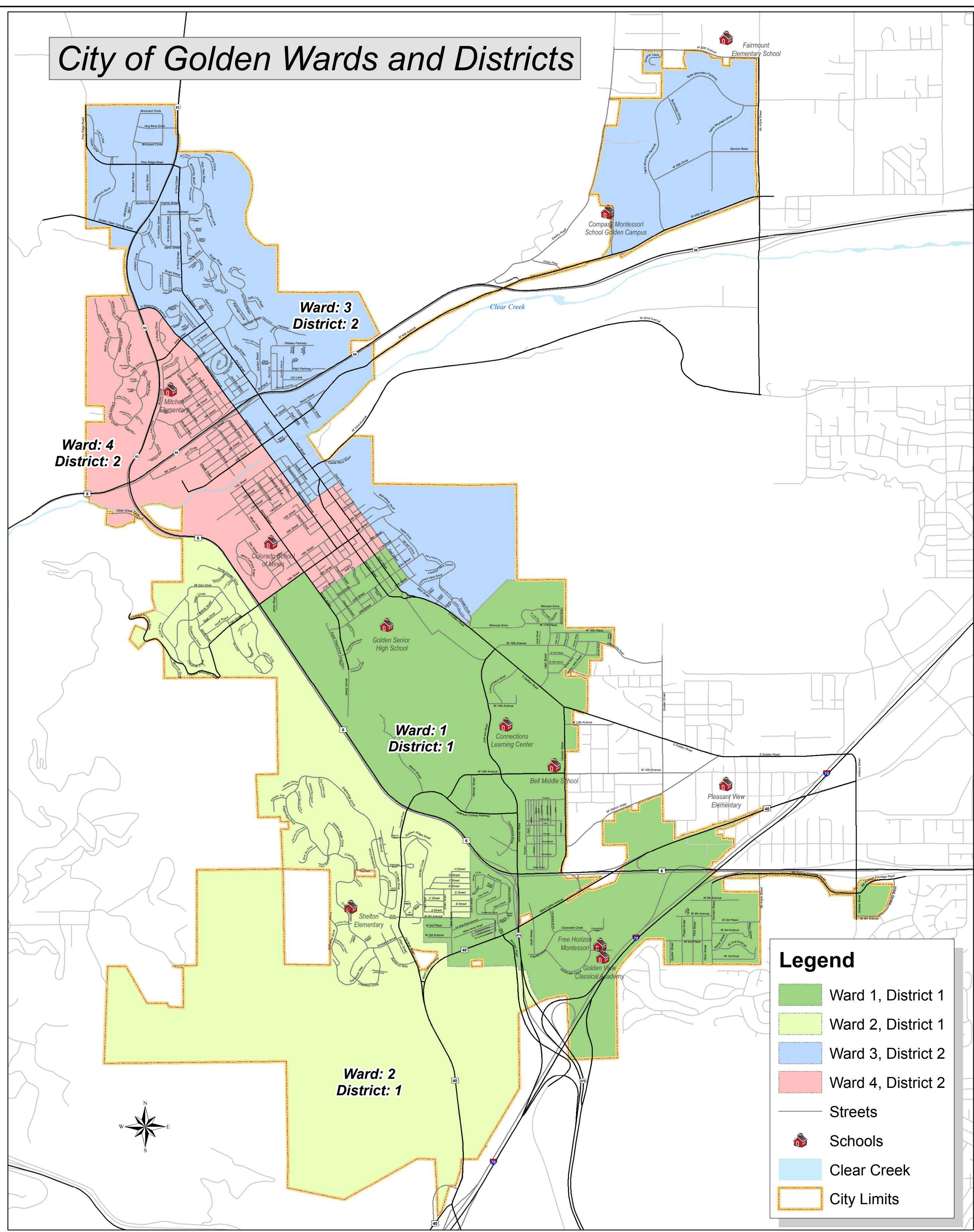
- Total sign area per face shall not exceed six (6) square feet in size, with the total aggregate permitted sign area not to exceed twenty-four (24) square feet.
- Signs shall be subject to the same locational restrictions applicable to fences and shrubs.
- Signs shall not be illuminated

- Signs may be temporary or permanent; however, all temporary and permanent signage shall be counted toward the total signage allowance on the property.
- **Signs shall not require a building permit.**

Public Right of Way and Public Property Rules

In addition, signs are not allowed to be placed in the public right-of-way, which generally means along the side of a public street between the curb and a detached sidewalk, but also often means the area adjacent to an attached sidewalk that has no tree lawn. Signs are also not allowed on public property, such as in front of public buildings and within public parks.

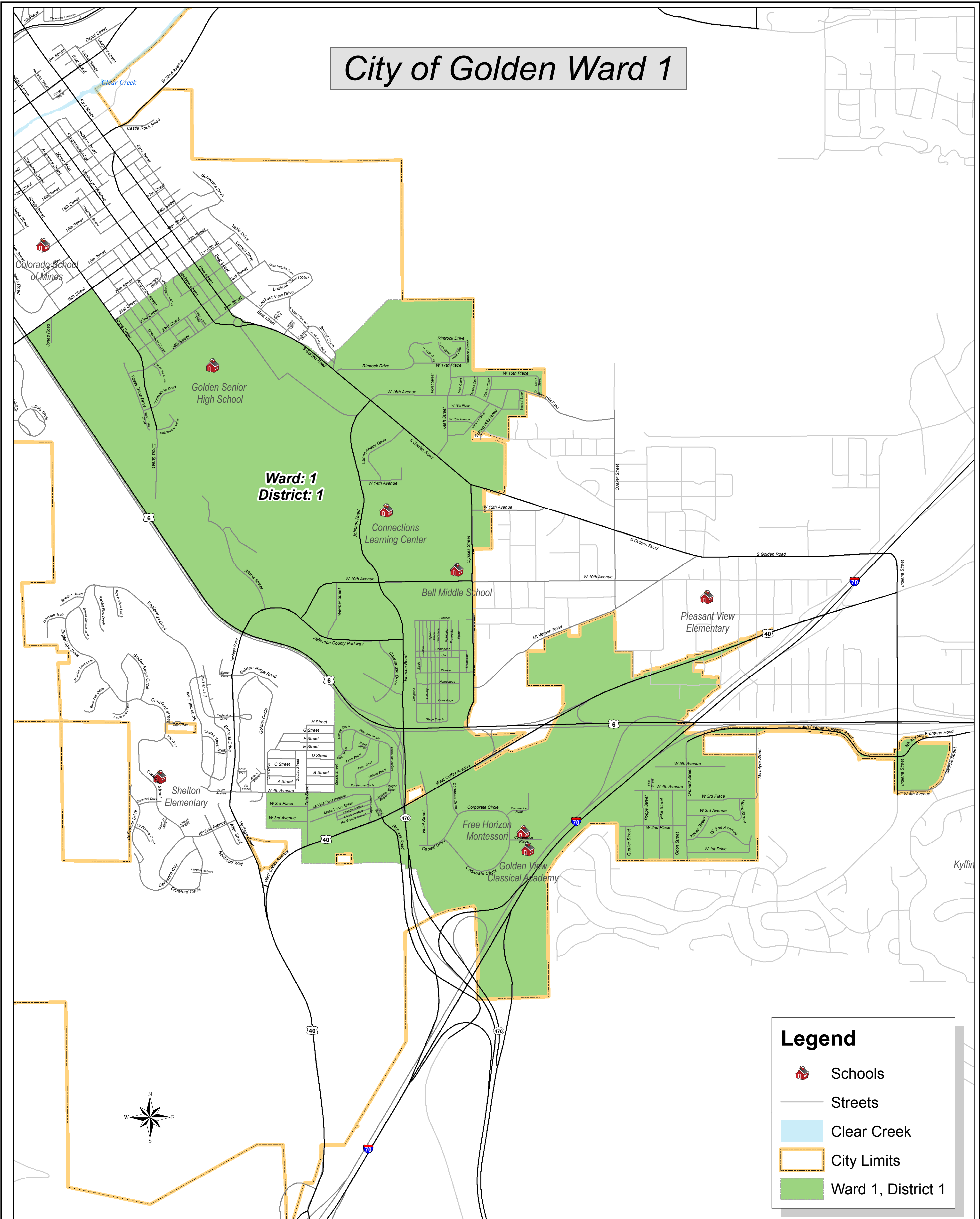
City of Golden Wards and Districts




0 0.5 1 2 Miles




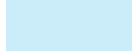
City of Golden Ward 1

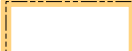



Legend

 Schools

 Streets

 Clear Creek

 City Limits

 Ward 1, District 1



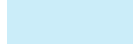




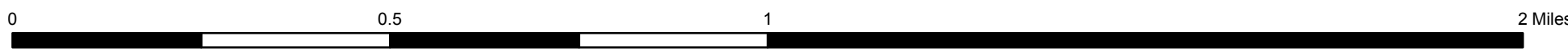
City of Golden Ward 2

**Ward: 1
District: 1**

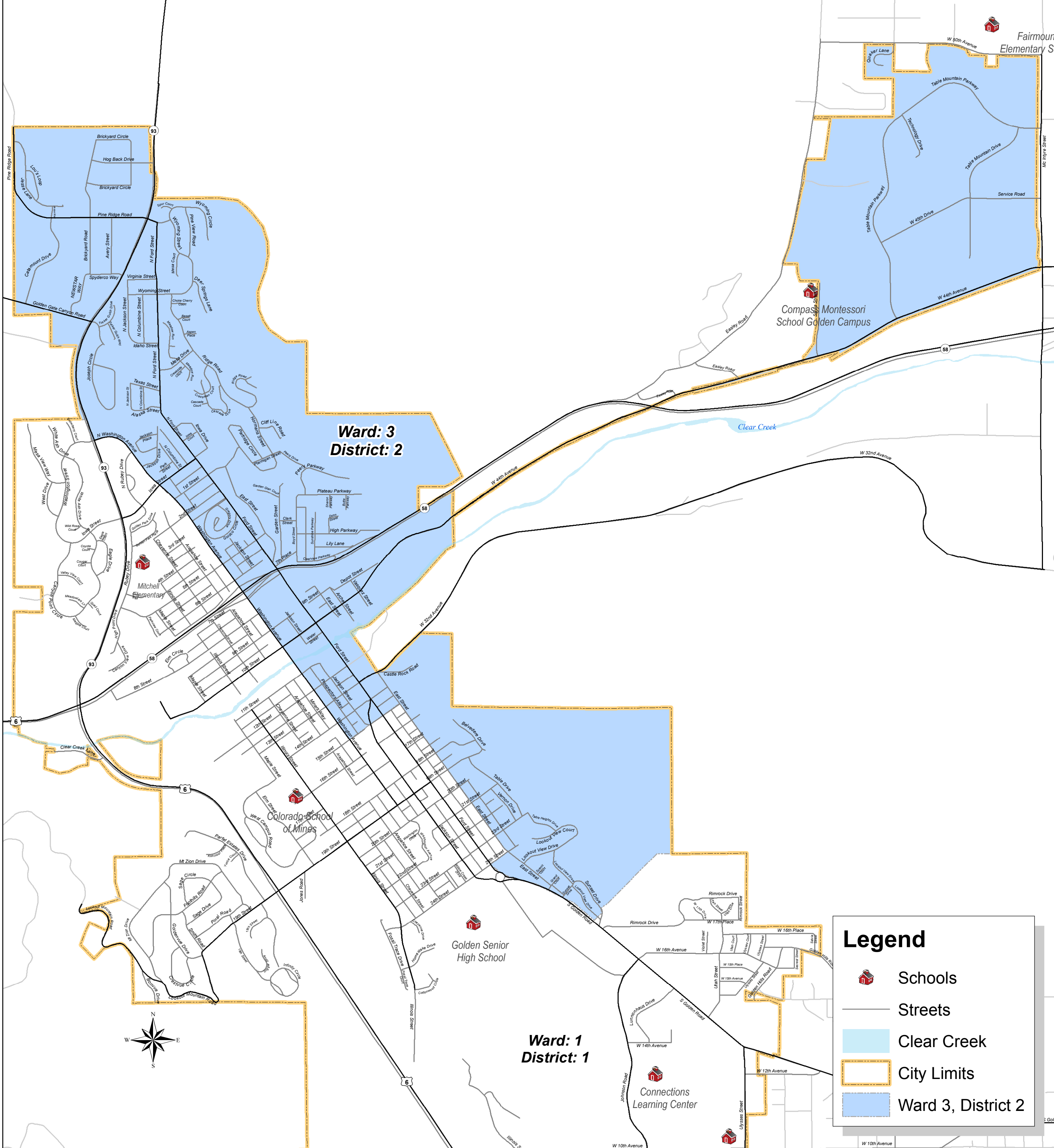
**Ward: 2
District: 1**

Legend

-  Schools
-  Streets
-  Clear Creek
-  City Limits
-  Ward 2, District 1



City of Golden Ward 3



Legend

- Schools
- Streets
- Clear Creek
- City Limits
- Ward 3, District 2



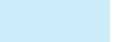




City of Golden Ward 4

**Ward: 4
District: 2**

Colorado School
of Mines

Legend

-  Schools
-  Streets
-  Clear Creek
-  City Limits
-  Ward 4, District 2

0 0.25 0.5 1 Mile

City of Golden, Colorado
Print Date January 2019

