

## CANDIDATE CHECKLIST

### Candidate Qualifications:

- A citizen of the United States
- At least 21 years of age
- A resident of the city of Greeley for at least one year immediately preceding the election and resident of Ward for 90 days immediately preceding the election for Ward candidates
- No other elective office held
- No felony convictions

### Candidate Forms/Timeline (all forms should be turned in to the City Clerk):

- Completed Candidate Affidavit due to the City Clerk within ten (10) days of becoming a candidate. (Provided in the 2019 Municipal Election Guide)
  - Please read through the Campaign and Political Finance Manual before completing the affidavit to familiarize yourself with Colorado's campaign finance laws and the process of becoming a candidate. A link can be found on the City of Greeley's Election page: <http://greeleygov.com/government/cc/elections>
- Completed Nomination Petition signed by at least 25 registered electors residing in the City of Greeley and within Ward for Ward candidates. **(The Nomination Packets will be available online starting August 1, 2019)**
  - Nomination Petition circulated **ONLY** from August 6 to August 26
  - Nomination Petition filed with the City Clerk **no later than** August 26 at 5:00 p.m.
  - Affidavit of Circulator completed and signed before a Notary Public
  - Acceptance of Nomination completed and signed by Candidate before a Notary Public
  - Completed Authorization Form allowing the City to perform a criminal background check

### Campaign Finance Reporting (all forms should be turned in to the City Clerk):

- If you are creating a new committee for campaign finance purposes, you should fill out the New Committee Registration Form and submit to the City Clerk before accepting contributions or making expenditures. (Provided in the 2019 Municipal Election Guide)
- Fair Campaign Practices Act filing due: October 15; November 1; and December 5; November 1, 2020 (and annually thereafter as long as account is open)

Choose one of the following forms each filing period (all provided within Candidate Packet):

- If you did **not** receive any contributions, did not make any expenditures, **AND** are not carrying over a balance in your campaign account during the reporting period, you should complete the Candidate Statement of Non-Receipt of Contributions and Non-Expenditure of Funds Form
- If you only spent your own money **AND** did not receive any contributions during the filing period, you should complete the Statement of Personal Expenditures by a Candidate Form
- If you received contributions or made expenditures during the reporting period, you should complete the Report of Contributions and Expenditures Packet