# Municipal General Election coordinated with Weld County

# Tuesday, November 5, 2024

# Municipal Election Basics

City of Greeley

Office of the City Clerk

1000 10th Street

Greeley, CO 80631

Open Monday—Friday, 8a.m. to 5p.m.

greeleygov.com/government/cc/elections

cityclerk@greeleygov.com

Main Phone: 970-350-9740

Dear Greeley Electors,

Thank you for your interest in the election process.

I am Heidi Leatherwood, City Clerk for the City of Greeley. I also serve as the City’s Designated Election Official (DEO).

Candidate elections are held on odd-numbered years, so next year in 2025, four seats will be up for election.

The City of Greeley coordinates the election with Weld County, and we work together to bring you information and updates.

Please let me know if you have questions related to the election.

Sincerely,

Heidi Leatherwood, City Clerk

City of Greeley

If you need materials provided by the City of Greeley in an alternative format or in another language, contact us.

Weld County Clerk & Recorder

Contact for election administration questions and voter lists.

 Phone: 970-304-6525

 Email: elections@weldgov.com

 [Weld County Elections](https://www.weld.gov/Government/Departments/Clerk-and-Recorder/Elections-Department)

# Introduction to 2024 Greeley Elections

Voting in Greeley in 2024

Election Day: Tuesday, November 5, 2024

This will be a coordinated mail ballot election conducted with the Weld County Clerk and Recorder.

Ballots will be mailed to all registered voters starting October 16, 2023.

There are no City Offices on the ballot in 2024.

There may also be City questions on the ballot in 2023.

# Voter Registration

Eligible voters must be registered to vote in the 2024 Municipal Election. Ballots are mailed out to registered voters. Please update voter registration after moving or changing a name, or if a prior registration becomes inactive.

Voters with a Colorado ID or Driver’s License can register to vote online up until 8 days before the election.

Any voter can submit a paper registration form by mail, email or in person to the County Elections Office or the Greeley City Clerk’s Office.

Voters choosing to vote in person can also register when voting, including on Election Day.

# Voting Options

Eligible Greeley voters can decide how to cast their ballot in this mail ballot election. Voters who are registered at least 8 days before October 30 will have a ballot mailed to them.

# Ballots can be returned:

By mail. Affix proper postage and mail the ballot in, allowing enough time for the ballot to be received by Election Day. It does not matter when a ballot is postmarked, it must be received by Election Day to count.

In a ballot drop box. City Hall has a drive through drop box available to voters behind the building. Other drop boxes are located around the county and all boxes are open through 7 p.m. on Election Day.

Voters who are not registered in time to receive a mail ballot or who wish to vote in person may do so at the office of the County Clerk and Recorder or other designated voting locations. All ballot-drop boxes and in person voting locations will be listed on the City elections webpage this fall.

Voters can sign up for the BallotTrax system through Weld County to be notified of where their ballot is in the election process from the time it is printed until it is accepted and counted.

Visit weldvotes.ballottrax.net/voter/ to sign up.

# 2024 Election Calendar

Jul 26 Friday Last day to notify the County Clerk of intent to participate in the General Election C.R.S. 1-7-116(5), 1-1-106(5)

Jul 25 Thursday Last day to submit written notice to circulate an initiative petition G.M.C. 2-83 (b)

Aug 6 Tuesday Council to introduce ordinance(s) submitting ballot items to the registered electors and setting ballot titles

Aug 6 Tuesday Candidates for City Council may begin to circulate nomination petitions C.R.S. 1-4-805, 31-10-302

Aug 7 Wednesday Last day for initiative petitions to be submitted to the City Clerk G.M.C. 2-83(c)

Aug 7 Wednesday Minimum Residency required for Ward candidates Greeley Charter 2-4

Aug 20 Tuesday Council’s final reading/public hearing of ordinance(s) submitting ballot items to the registered electors and setting ballot titles

Aug 20 Tuesday Last day for Council to pass resolution setting the ballot titles for any initiated measures

Aug 23 Wednesday After City Council’s final reading of ballot ordinances, and setting title of initiated measures, send legal notice to the Tribune for Publication

Aug 21 Wednesday Send publication to Tribune for pro/con information

Aug 23 Friday Check Tribune for required legal notice of approved ballot items ordinance(s)

Aug 26 Monday Publication date for invitation to submit ballot issue pro/con information to City Clerk

Aug 27 Tuesday Last day to sign IGA for General Election C.R.S. 1-7-116(2)

Aug 26 Monday Last day for candidates to circulate nomination petitions C.R.S. 1-4-805, 31-10-302

Aug 30 Friday Deadline to amend or correct signatures on nomination petitions C.R.S. 1-4-805

Sept 3 Tuesday Deadline to file an affidavit of withdrawal to end candidacy C.R.S. 31-10-303

Sept 5 Thursday Last day to determine order of ballot by lot drawing C.R.S. 1-5-406

Sept 6 Friday Last day to certify ballot order and content to County Clerk C.R.S. 1-5-203(3)(a)

Sept 6 Friday Campaign finance report due to City Clerk C.R.S. 1-45-108(2)(a)(II.5)

Sept 20 Friday Ballot issue pro/con comments must be filed with the County Clerk by noon Article X, Section 20(3)(b)(v); 1-7-901(4)

Sept 23 Monday Final day to submit TABOR Notice to County Clerk C.R.S. 1-7-904

Oct 4 Friday Final day for County Clerk to mail TABOR notice to all registered voters Article X, Section 20(3)(b), C.R.S. 1-1-106(5)

Oct 4 Friday Campaign finance report due to City Clerk C.R.S. 1-45-108(2)(a)(II.5)

Oct 14 Monday First day ballots may be mailed to voters C.R.S. 1-7.5-107(3)(a)

Oct 14 Monday 24-hour ballot boxes open – through Tuesday, Nov 5 C.R.S. 1-5-102.9(2)

Oct 16 Wednesday Deadline for write-in candidate to file affidavit of intent G.M.C. 2-24

Oct 16 Wednesday Last day for County Clerk to publish legal notice of election C.R.S. 1-5-205(1)(a)-(d)

Oct 21 Monday Campaign finance report due to City Clerk C.R.S. 1-45-108(2)(a)(II.5)

Oct 21 Monday Voter Service and Polling Centers must be open C.R.S. 1-5-102.9(2)

Nov 5 Tuesday **Election Day**

Dec 5 Thursday Campaign finance reports due to City Clerk C.R.S. 1-45-108(2)(a)(II.5)

# Greeley Ward Map

City and ward boundaries. Downloadable maps & ward lookup tool are also on the City elections website. [Current Ward Map](https://greeleygov.com/government/cc/elections/election-basics)

# Greeley City Charter

The City Charter is the document establishing the form of government for the City of Greeley. The entire Charter is accessible online at Charter of City of Greeley [Greeley Charter](https://library.municode.com/co/greeley/codes/municipal_code?nodeId=PTICH)

Article II. Elective Officers includes provisions establishing the elected officials of the City, and their terms and qualifications.

Article VIII. Election outlines the general provisions under which City elections shall be held.

Relative to ballot questions:

Section 1-6 of Article I address amending the Charter.

Article IX. Initiative and Referendum outlines provisions for those two types of actions.

Article X. Recall details recall provisions for City elected officials.

# Greeley Municipal Code

The Greeley Municipal Code (GMC) is the book of laws for the City of Greeley. After adoption, City ordinances are codified into the GMC.

The full current online City Code is available at Greeley Municipal Code [GMC](https://library.municode.com/co/greeley/codes/municipal_code?nodeId=GRMUCO)

Title 2. Administration and General Government, Chapter 2. Elections, includes provisions governing wards and precincts, ballot question procedures, and general elections provisions.

The City of Greeley has adopted the following election codes by reference:

Colorado Municipal Election Code of 1965 (CRS Title 31, Art. 10)

Uniform Election Code of 1992 (CRS Title 1, Arts. 1-13)

Colorado Mail Ballot Election Act (CRS Title 1, Art. 7.5)

In any election, the City Council selects the election code or act provisions to be followed. However, no statutory provisions supersede the provisions of the City Charter.

# Forms

All campaign reports must be filed with the Greeley City Clerk’s Office. Fillable PDF versions of each form are linked to this document and are available on the City Clerk’s website. Because most of the forms were produced by the Secretary of State for use by both state and local candidates and committees, there may be questions on forms which are not applicable to local committees and candidates.

New Committee Registration Form

Report of Contributions and Expenditures

Used for regularly scheduled filings, amended filings, and as a termination report.

This report can be submitted to the City Clerk’s Office in person or electronically.

Form for Amendment(s) to Existing Committee Registration

# Public Records

Campaign reports are public records, and copies are frequently requested. Reports will be made available for public inspection in compliance with state open records statute and may be placed on the City’s website for convenient access by the public.

# Accepting Contributions

All contributions received must be deposited in a financial institution in a separate account with a title that includes the name of the committee.

All contributions of $20 or more must be itemized and include the name and address of each person contributing. For contributions of $100 or more, the occupation of employer of each contributor must be obtained and listed on campaign finance reports.

# Reporting Requirements

Candidates or campaign committees must file all required reports by the deadlines required either based on the election calendar or as triggered by specific campaign activities.

In many instances, the New Committee Registration Form will be the first required form and must be submitted before accepting any donations or making any expenditures of donated funds. Only if a candidate never accepts donations from others, and only uses their own funds for expenditures, will a New Committee Registration Form not be required.

# Filing Deadlines

3 Filing deadlines for campaign finance reports for the November 5, 2024, Municipal Election.

On each of these deadlines, every committee must file.

1. First Filing September 6, 2024 due to the City Clerk’s Office by 5 p.m.
2. Second Filing October 16, 2024 due to the City Clerk’s Office by 5 p.m.
3. Third and Final Filing December 5, 2024 due to the City Clerk’s Office by 5p.m.

# Filing Process

Forms may be submitted in person at City Hall, by mail, or by email. Electronic forms are available on the City’s website, as well as the Secretary of State’s website. Because the same forms are used for both state and local candidates and committees, some questions on the forms may not be applicable to municipal filers.

Report of Contributions and Expenditures Packet – Required from all committees and all candidates that received contributions or made expenditures during the reporting period.

Political committees and issue committees must be filed with the City Clerk’s Office, not the Secretary of State.

# Campaign Contributions

There are not dollar limits on the amounts that can be accepted as a contribution, but ALL campaign contributions must be reported. Contributions are defined as anything of value given directly or indirectly to a candidate and/or committee.

Contributions under $20 do not need to be itemized and may be aggregated per reporting period.

Contributions of $20 or more must be itemized and include the name and address of the contributor.

Contributions of $100 or more must also include the occupation and employer of the contributor.

Contributions of $1,000 or more received within 30 days immediately prior to the election must be reported within 24 hours of receipt as a Notice of Major Contributor report.

# Prohibited Contribution Entities

Corporations

Foreign citizens, corporations, or governments

Lobbyists

Another issue or political committee

Loans from other individuals or entities

Contributions in cash or coin cannot exceed $100

Some LLCs

# Expenditures

An expenditure is considered to have occurred as of the earliest of the date it is made, when funds are obligated, or when a contract is established.

All expenditures must be itemized in reporting and must include the name and address of the payee, as well as the purpose of the expense.

It is not permitted to give money from one committee to another.

# Voter Lists

Current lists, mailing labels, and disks of registered voters can be requested from the Weld County Elections Department at (970) 304-6525.

A notice of 24 to 48 hours is requested. Requests must be in writing and or emailed to elections@weldgov.com and payment of charges is due with the request.

# Election Signs

Frequent inquiries during the election season are those about the placement of election signs within the City of Greeley. Signs, in general, are regulated by local Ordinances. Sign provisions are included in Title 24 of the Greeley Municipal Code. The full Code, including the Sign Code Chapter, is available on the City’s website at | Municipal Code | Greeley, CO | Municode Library

# Sign Basics

No permit is required for election signs.

The size and number of election signs shall be governed by the Greeley Municipal Code, sec. 24-902.

Permission from the property owner or legal tenant is needed before placing on private property.

# Signs are not permitted:

On utility poles, telephone poles, traffic control devices, etc.

Public property

Rights-of way

Within 100 feet of a ballot drop box or polling place

Signs cannot obstruct traffic site lines, nor can they create a vehicular or pedestrian obstruction or hazard.

# Sign Complaints

Issues with signs in City rights-of-way are handled by the City of Greeley Public Works Team

Contact Jerry Pickett, Streets Superintendent, at 970-350-9335

Issues with signs causing site obstructions should be directed to Leroy Baca, Traffic Operations Supervisor, 970-350-9882