



2021 REGULAR MUNICIPAL ELECTION INSTRUCTIONS TO CIRCULATE NOMINATION PETITIONS

Step 1 – Pick up Nomination Petition Packet

Nomination petition sections may be circulated and signed beginning August 4, 2021.

WHERE:

Aurora Municipal Center - City Clerk's Office
15151 East Alameda Parkway, Suite 1400
Aurora, CO 80012

Enter through the main, east door of the Aurora Municipal Center. You will need to call the City Clerk's Office at 303-739-7094 once you arrive or let security know you are picking up nomination petitions, as the building remains closed to the public.

WHEN:

August 4, 2021 thru August 11, 2021 - Nomination Petitions can be picked up Monday - Friday between 8:00 a.m. and 5:00 p.m.

After August 11, 2021 – Email Aurora.Elections@auroragov.org or call 303-739-7094 to schedule a date/time to pick up Nomination Petitions

Step 2 – Circulate Nomination Petition

A candidate may circulate a petition for only one office for the regular municipal election. The name, address, and municipal office for which the candidate is being nominated shall be on the petition prior to circulating.

Each registered elector signing a petition SHALL provide a printed name, signature, complete address and county of residence, and the date the petition was signed. Registered electors are encouraged to sign in blue or black ink for legibility purposes.

Pursuant to C.R.S., Section 1-4-905, "No person shall circulate a petition to nominate a candidate unless the person is a resident of the state, a citizen of the United States, and at least eighteen years of age." Petitions may not be left at a location and the person circulating the petition is responsible for the document at all times. The person circulating the petition **must witness all signatures.**

Candidates for elective office in the City of Aurora are required to obtain at least the minimum number of registered electors' signatures, as noted below, on the approved City of Aurora nomination petition.

Wards 1, 2, and 3

- A minimum of **fifty (50) signatures** of registered electors within the ward is required on the petition
- Candidates shall obtain signatures from registered electors residing *within their ward*, based on the City ward map
- A registered elector may sign ONLY **one** ward candidate petition

At-Large

- A minimum of **one hundred (100) signatures** of registered electors within the City is required on the petition
- Candidates shall obtain signatures from registered electors residing *anywhere* within the City of Aurora
- A registered elector may sign no more than **two** At-large candidate petitions

Please submit the nomination petition promptly to the City Clerk's Office once you have obtained the signatures in an amount equal to, or more than, the requirements listed above.

Do not remove the staples or otherwise disassemble the petition sections. The City Clerk's Office will not accept altered petitions. Please use a separate petition packet for each person circulating a petition on behalf of a candidate.

Step 3 – Submit Nomination Petition

The *Affidavit of Circulator* and the *Acceptance of Nomination* forms are included in the back of each petition section and must be properly executed (including notarization) and returned with the petition NO LATER THAN 5:00 P.M. AUGUST 24, 2021. All petitions should be returned at the same time, and you must have the minimum number of signatures required.

The nomination petitions must be physically submitted to the City Clerk by 5:00 p.m. on August 24, 2021. Electronic/on-line submissions will NOT be accepted. The City Clerk's Office will have to examine the physical integrity of the petitions to ascertain the validity of signatures and confirm that the petitions have not been disassembled.

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Enter through the main, east door of the Aurora Municipal Center. You will need to call the City Clerk's Office at 303-739-7094 once you arrive or let security know you are dropping off nomination petitions, as the building remains closed to the public.

WHEN:

August 4, 2021 thru August 11, 2021 - Nomination Petitions can be submitted Monday – Friday between 8:00 a.m. and 5:00 p.m.

After August 11, 2021 – Email Aurora.Elections@auroragov.org or call 303-739-7094 to schedule a date/time to drop off Nomination Petitions

The *Affidavit of Circulator* requires that the circulator attest that each signature is that of the person whose name it purports to be, and that each signer has stated to the circulator that he or she is a registered elector of the City of Aurora. No additional signatures may be added to a petition section after the *Affidavit of Circulator* has been notarized.

The *Acceptance of Nomination* requires the name of the candidate in the form that they wish to appear on the ballot. The candidate's name may be a nickname or include a nickname but shall not contain any title or degree designating the business or profession of the candidate. Nominated candidates shall have their names arranged alphabetically on the ballot by their legal last names.

If you have not already completed and filed a *Candidate Affidavit*, *Candidate Committee Registration* form and/or *Treasurer Affidavit*, please file them at the same time you file your nomination petition. These forms have been included in this packet.

Step 4 – Determine Petition Sufficiency

Within three days after the petition is submitted, the City Clerk's Office will verify that the signatures obtained are of registered electors from within the City of Aurora and the correct ward (as needed), and that the petition contains the required number of valid signatures. If the City Clerk's Office determines there is an insufficient number of valid signatures, the candidate will have an opportunity to circulate additional petition sections to meet the 50 or 100 signature requirement by the **August 30, 2021** deadline to file amended nomination petitions.

Nomination Petition Checklist

Sec. 54-32

Petition Requirements

- The name and address of only one candidate
- Indicates the municipal office for which the candidate is being nominated
- Includes the *Affidavit of Circulator*
- Indicates the *Acceptance of Nomination*
- The staples have not been removed and the petition has not been disassembled or altered in any way
- The petition circulator is a resident of Colorado, a citizen of the United States, and at least eighteen years of age
- Returned by 5:00 P.M. on August 24, 2021 - The nomination petitions must be physically submitted to the City Clerk by 5:00 p.m. on August 24, 2021. Electronic/on-line submissions will NOT be accepted.

Signature Requirements

- Has a valid number of signatures from registered electors
 - **At-Large** - One hundred (100) signatures of registered electors within the City
 - **Ward** - Fifty (50) signatures of registered electors within the ward
- Printed name, signature, complete address and county of residence, and the date the petition was signed for each registered elector
- The registered elector resides within the same ward as the candidate (if signing for a ward office)
- Each registered elector has only signed one nomination petition for one candidate from their ward of residence
- Each registered elector has only signed up to two nomination petitions for at-large offices

2021 ELECTION CALENDAR

August 4, 2021	First day to begin circulating nomination petitions (90 th day prior to the election)
August 24, 2021	A. Deadline for filing nomination petition, by 5:00 p.m. (70 th day prior to the election) B. Deadline for the City to return signed IGA's to County Clerks (70 th day prior to the election)
August 30, 2021	A. Deadline to amend nomination petition (64 days before the election) B. Deadline to file as a write-in candidate, by 5:00 p.m. (64 days before the election)
August 31, 2021	Deadline for Withdrawal of Candidacy, by 5:00 p.m. (any time until the 63 rd day before the day of the election)
September 3, 2021	Deadline for City Clerk to certify ballot content (60 days prior to the election)
September 17, 2021	Deadline for petition representatives to submit pro/con comments pertaining to local ballot issues for the TABOR Notice (by noon the Friday before 45 th day before the election)
September 20, 2021	Deadline for City Clerk to deliver full text of TABOR issue notices to County Clerk
October 8, 2021	Deadline for City Clerk to withdraw a ballot issue or question from the ballot (25 days before the election)
October 11, 2021	First day County Clerk can mail ballots to voters (22 days prior to the election)
November 2, 2021	ELECTION DAY from 7:00 a.m. to 7:00 p.m.
November 24, 2021	Deadline for County Clerk to complete the canvass of election (22 days after the election)

Deadlines for Initial Filings

If you have not already completed and filed a Candidate Affidavit, Treasurer Affidavit and/or a Candidate Committee Registration form, please file them at the same time you file your nomination petition. These forms will be included in the petition packet.

Candidate Affidavit	Must be filed with the City Clerk within ten (10) days of announcing your candidacy or receiving a contribution
Standalone Candidate Affidavit	Must be filed with the City Clerk within five (5) days of becoming a candidate
Committee Registration Statement	Must be filed with the City Clerk within five (5) business days of becoming a committee
Treasurer Affidavit	Must be filed with the City Clerk within five (5) business days of becoming a committee