



CANDIDATE INFORMATION

**REGULAR MUNICIPAL ELECTION
TUESDAY, APRIL 2, 2024**



**PREPARED BY
Breckenridge Town Clerk's Office**

INDEX

GENERAL INFORMATION.....	3
QUALIFICATIONS FOR OFFICE.....	3
NOMINATION PETITIONS.....	3
WITHDRAWAL FROM NOMINATION.....	4
ELECTORS QUALIFIED TO VOTE	4
ELECTION PRECINCTS; POLLING PLACE.....	4
ABSENTEE VOTING.....	4
WATCHERS.....	5
ELECTION RESULTS.....	5
MISCELLANEOUS CANDIDATE INFO	5
FOR ADDITIONAL INFORMATION.....	6
FAIR CAMPAIGN PRACTICES ACT (FCPA)	7
FCPA FORMS.....	7
FCPA FILING DEADLINES:.....	8
TERMINATING YOUR COMMITTEE.....	8
UNEXPENDED CAMPAIGN CONTRIBUTIONS.....	9
PENALTIES.....	9
SIGNS, POSTERS AND BANNERS.....	10

CANDIDATE INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

At the April 2, 2024 Regular Municipal Election, Breckenridge voters will be electing one (1) Mayor and three (3) Council members. The three Council candidates receiving the highest number of votes will be elected to four-year terms.

The Council is the legislative and governing body of the Town.

The Town of Breckenridge utilizes the “Council-Manager” form of government. The Council determines policies, enacts local legislation, adopts budgets, and appoints the Town Manager. The Town Manager executes the laws and administers the Town government.

The Town Clerk’s Office and the Election Commission, under the provisions of the Breckenridge Town Charter and the Colorado Municipal Election Code, administer municipal elections. Town elections are non-partisan.

QUALIFICATIONS FOR OFFICE

All candidates, when nominated, must be citizens of the United States, at least 18 years of age, electors of the Town, and have resided in Breckenridge, or any territory thereafter annexed, for a period of at least one year immediately preceding the election.

NOMINATION PETITIONS

Municipal Election Nomination Petitions are available at the Town Clerk's office. To become a candidate for office, a candidate's nomination petition must be signed by at least 10 registered electors who reside within the Breckenridge town limits. It is recommended that more than 10 signatures be obtained in the event some are invalid.

The candidate must complete, sign, and have notarized the Acceptance of Nomination on the reverse side of the Municipal Election Nomination Petition form. The petition circulator must complete, sign and have notarized the Affidavit of Circulator, also located on the reverse side of the nomination petition form. Most banks provide notary public services. If more than one petition is circulated, each petition must have the Affidavit of Circulator completed, signed and notarized.

Each registered elector signing a petition shall also print his or her name, and include the street address of his or her place of residence and the date the petition is signed. For the April 2, 2024 election, a registered elector shall not sign more than three nomination petitions for Town Council candidates.

Petitions may be circulated and signed starting 91 days before the election, and must be filed no later than 71 days before the election.

First Day Petitions May Be Circulated:
TUESDAY, JANUARY 2, 2024

Last Day Petitions May Be Circulated And Filed:
MONDAY, JANUARY 22, 2024

WITHDRAWAL FROM NOMINATION

A person whose nomination petition has been properly completed and filed may withdraw from nomination by filing a written affidavit with the Town Clerk no later than Tuesday, January 30, 2024.

ELECTORS QUALIFIED TO VOTE

Voters in Town elections are registered electors who live within the Breckenridge Town limits (map enclosed). The last day to establish Breckenridge residency is Sunday, March 10, 2024. The last day to register to vote in this election is Tuesday, April 2, 2024.

ELECTION PRECINCTS; POLLING PLACE

There is only one election precinct for all regular and special elections of the Town, the boundary being the same as the corporate limits of the Town (map enclosed). The polling place for the precinct is the Breckenridge Town Hall, 150 Ski Hill Road. The mail ballot drop box is also located in Town Hall in the Town Clerk's Office, located on the Lobby Level.

MAIL-IN BALLOTS

All registered Town of Breckenridge voters will automatically have an election ballot mailed to them. If a voter wishes to vote in person on election day, he or she can surrender the mail ballot for a new ballot at the polling location.

ABSENTEE VOTING

Starting January 2, 2024, electors may request an application for an absentee voter ballot. Applications are available at www.townofbreckenridge.com or by calling the Town Clerk's Office at (970) 547-3127. Absentee ballots will be mailed not more than 72 hours after the ballots are received by the Town Clerk. *This is only needed by those who will not be at their normal residences when the ballots are mailed.*

WATCHERS

Candidates are allowed to designate watchers, who may stay at the polling place and maintain a list of voters as the names are announced by the judges and to witness the conduct of the election. Watchers must be registered electors of the Town. Watcher's names shall be submitted to the Town Clerk and then certified by the clerk to the election judges.

ELECTION RESULTS

Election night results will be posted on the Town's web site: www.townofbreckenridge.com as soon as they are available.

MISCELLANEOUS CANDIDATE INFO

- **Order of Names on Ballot.** The order in which candidate names will appear on the ballot will be determined by lot after all nomination petitions are filed. The drawing will be held at Breckenridge Town Hall on Friday, January 26, 2024 starting at 12 p.m. Candidates are invited to attend and witness the drawing.
- **Town Council Agendas.** Complete Town Council meeting agenda packets are available on the Town's website www.townofbreckenridge.com on Thursday prior to each Council meeting. Visit the Town's website to automatically be emailed a link to the agenda packet by selecting "Subscribe." Create an account and highlight "Town Council" under the Calendar.
- **Town Council Meetings.** Town Council meetings are held on the second and fourth Tuesday of each month. Work sessions start at 3:00 p.m. and the regular meeting starts at 7:00 p.m. Additional meetings may be scheduled as necessary.
- **Key Topics and Issues.** Town staff members will be available to update candidates on current topics and issues. An open house for candidates will be scheduled in February, date to be announced. This is an excellent opportunity for candidates to get up to date on current Town issues. *Attendance is strongly encouraged.*
- **Compensation.** Town Council members are compensated \$1,000 per month (\$12,000 annually). The Town Mayor is compensated at \$1,500 per month (\$18,000 annually). In addition, the Mayor and Town Council members receive a credit of \$500.00 per year to pay to the town the cost of the elected official and his or her family (if applicable) accessing town-owned recreational facilities for which a fee is charged. Also, access to an employee health care plan is an option.
- **Town Code and Home Rule Charter.** The complete Breckenridge Town Code and Home Rule Charter can be accessed from the Town's web site at: www.townofbreckenridge.com.

- **Campaign Advertising.** It is not a requirement by law that candidates identify who paid for campaign advertising– e.g. “Paid for by the Committee to Elect Jane Doe.” This type of identification is informative but optional.
- **Voter Registration Lists and Mailing Labels.** Voter registration lists and mailing labels are available from the Summit County Clerk’s office. All requests for lists or labels must be made in writing, with forms available on the Clerk’s website. Email requests to: taryn.power@summitcountyco.gov, mail to: P. O. Box 1538 in Breckenridge, or fax to: 453-3540. At last count, there were approximately 4,500 registered voters in Breckenridge.

FOR ADDITIONAL INFORMATION

Further information may be obtained from the Breckenridge Town Clerk's office, located at 150 Ski Hill Road, Lobby level, by phone, (970) 547-3127 or by email, websiteclerk@townofbreckenridge.com. The Town Clerk's office is open from 8 a.m. to 5 p.m., Monday through Friday.

CAMPAIGN AND POLITICAL FINANCE

FAIR CAMPAIGN PRACTICES ACT (FCPA)

On November 5, 2002, the citizens of Colorado approved a ballot initiative titled “Amendment 27: Campaign Finance.” This initiative amended the Colorado Constitution and the Fair Campaign Practices Act by placing limits on the amounts and types of contributions permitted during an election, among other changes.

While most FCPA contribution and spending limits do not apply to municipal candidates, all council candidates must comply with the filing requirements of the FCPA. *It is the responsibility of the candidate to become familiar with and follow the provisions of the Fair Campaign Practices Act.* For the complete Colorado Campaign and Political Finance Manual, visit the Colorado Secretary of State’s website, <https://www.coloradosos.gov/pubs/elections/>

All FCPA reports shall be filed with the Town Clerk.

FCPA FORMS

Hard copies of the following forms have been included for your convenience. If you need additional forms, contact the Breckenridge Town Clerk, or visit the Colorado Secretary of State’s web site: <https://www.coloradosos.gov/pubs/elections/>. These forms are also available in electronic format on the Secretary of State’s website. REMINDER: All FCPA form must be filed with the Town Clerk.

- **Candidate Affidavit.** This form must be filed *within 10 days* of publicly announcing your intention to seek election to public office.
- **Statement of Personal Expenditures by a Candidate.** Candidates who accept no contributions but have made expenditures of personal funds are required to disclose the amount of any expenditure. *This report must be filed 60 days before the election, 30 days before the election, 15 days before the election and 30 days after the election.*
- **Committee Registration Form.** All candidate committees must register before accepting contributions or making expenditures. A candidate shall have only one candidate committee.
- **Report of Contributions and Expenditures.** The Report of Contributions and Expenditures is a financial report required for all committees that accept contributions or make expenditures. *This report must be filed 60 days before the*

election, 30 days before the election, 15 days before the election and 30 days after the election.

- All contributions and all expenditures of \$20 or more must be itemized on these reports
- The occupation and employer of contributors of \$100 or more must be disclosed
- No committee may accept contributions of cash or coin for more than \$400 (\$4000 aggregate)
- No committee may spend more than \$100 in cash or coin
- Contributions in excess of \$1,000 require a separate report
- Volunteer services by an individual are not considered contributions

Once the campaign has ended, the person who was a candidate for municipal office is still obligated to file FCPA reports for as long as funds remain in the campaign account, and until the account is closed. In succeeding years, the filing date is on the first day of the month in which the election took place (e.g. 4/1/2025, 4/1/2026, etc.).

- **Candidate Statement of Non-Receipt of Contributions or Non-Expenditure of Funds.** This form is for candidates that do not have a campaign committee and have not received contributions nor made expenditures. In addition, no expenditures have been made on behalf of the candidate. *This filing is voluntary but may prevent the perception that a candidate has failed to file reports.*
- **Report of Electioneering Communication.** Candidates who expend \$1,000 or more per year for broadcast or print messages must file this report.

FCPA FILING DEADLINES

60 DAYS BEFORE THE ELECTION:	<i>FRIDAY, FEBRUARY 2, 2024</i>
30 DAYS BEFORE THE ELECTION:	<i>FRIDAY, MARCH 1, 2024</i>
15 DAYS BEFORE THE ELECTION:	<i>FRIDAY, MARCH 18, 2023</i>
30 DAYS AFTER THE ELECTION:	<i>THURSDAY, MAY 2, 2023</i>

TERMINATING YOUR COMMITTEE

It is very important that committees terminate properly to end all filing requirements and avoid fines and penalties for non-reporting. A committee may only terminate by filing a Report of Contributions and Expenditures indicating a “zero” balance.

UNEXPENDED CAMPAIGN CONTRIBUTIONS

Unexpended campaign contributions to a candidate committee may be:

- Contributed to a political party
- Donated to a charitable organization recognized by the Internal Revenue Service
- Retained by the committee for use by the candidate in a subsequent campaign
- Returned to the contributors

In no event shall contributions to a candidate committee be used for personal purposes not reasonably related to supporting the election of the candidate.

PENALTIES

The Town Clerk shall impose a penalty of \$50 per day for each day that a statement or other information required to be filed pursuant to the FCPA is not filed by the close of business on the day due.

POLITICAL SIGNS

SIGNS, POSTERS AND BANNERS

Political signs, posters, and banners indicating support for or opposition to a political candidate or political question are exempt from the Breckenridge Sign Code (9-15-17) if the following conditions are met:

- Signs, posters, and banners shall be placed no more than forty-five (45) days before an election and must be removed five (5) days following the election.
- Signs, posters, and banners may be placed on private property with owner permission.
- Signs may not exceed twelve (12) square feet in size.
- Signs, posters, and banners shall not be placed upon nor extend into any public property or rights-of-way.
- Signs, posters, and banners shall not be attached to utility poles, trees, traffic signals, or street signs (stop signs, speed limit signs, parking signs, etc.).

Violation of a Town ordinance may result in issuance of a citation.

For further information on political signs, please contact the Department of Community Development, (970) 453-3160.