



**TOWN OF EAGLE
REGULAR MUNICIPAL ELECTION
TUESDAY, NOVEMBER 7, 2023**

CANDIDATE INFORMATION



Welcome Candidate!

Thank you for your interest in participating in the Town of Eagle's Municipal Election. The election will be a mail ballot coordinated election with Eagle County held on Tuesday, November 7, 2023, to fill three seats for the position of Town Council and will have four-year terms expiring November 2027.

The enclosed materials have been prepared by the Town Clerk to answer general questions concerning the election process, nomination and petition information, council meetings, and required Fair Campaign Practice Act (FCPA) report filings.

If you have questions after reviewing this information, or at any phase of the election process, please call me at 970-328-9623, or by e-mail at clerk@townofeagle.org. I will be happy to find answers to your questions.

I look forward to working with you during this election!

A handwritten signature in blue ink, appearing to read "Jenny Rakow".

Jenny Rakow, CMC
Town Clerk



GENERAL ELECTION INFORMATION

Election Day: Tuesday, November 7, 2023. This will be a mail ballot election, and the Eagle County office will accept ballots from 7 AM to 7 PM on election day in addition to those mailed in.

Ballot: Positions to be voted on at this election will be for three Town Council members. All terms are four years expiring in November 2027.

Candidate Forum: Candidates will have an opportunity to meet each other and the public in a Candidate Forum. The Forum is normally hosted by the Eagle Chamber of Commerce who picks a moderator for the evening. The Forum will be recorded for viewing online. This year's Forum has not yet been scheduled. Candidates will be notified as soon as a date is set. (Plan to be available the first week of October).

NOMINATION PETITION INFORMATION

Nomination petitions are available from the Town Clerk beginning August 8, 2023 and must be returned by August 28, 2023. Petitions must be signed by a minimum of TEN registered electors. Further instructions are included on the form.

Qualification of Nominated Candidates: Candidates for the Office of Council Member for the Municipality of Eagle, Colorado shall be a citizen of the United States of America, a registered elector of the Town, a resident of the Town for a period of no less than twelve (12) consecutive months immediately preceding the date of the election; and currently eligible to vote in Colorado general elections.

TOWN COUNCIL MEETINGS AND GENERAL INFORMATION

Council Members receive compensation of \$500.00 per month.

Regular Town Council Meetings: The regular meetings of the Council are held the second (2nd) and fourth (4th) Tuesday of each month, with special meetings, retreats and work sessions being held as needed. Regular meetings generally begin at 6:00 PM, though there are exceptions to meeting start times. Meetings are held at the Eagle Town Hall, 200 Broadway. Regular Council meetings can be viewed on the Town's [website](#) by clicking the video icon.

Meeting/Agenda Packets: Candidates should sign up to receive agendas on our website, if they have not already, and are encouraged to attend the public meetings of the Town Council. If you sign up for this list, subscribers are automatically notified by email when the agenda and packet have been posted to the Town's webpage. Candidates can download and print the packet if they prefer a paper copy.



With regard to electronic packets, the Town started using a special cloud-based program in 2019 called CivicClerk which provides a secure “Council Portal” for council members to receive packets and allows for confidential note-taking for members. The Town Clerk posts to the portal and members can access all meetings in this portal. Currently, the Town supplies Surface Pro laptops to review all Town electronic information.

Members should familiarize themselves with the Town’s website for town information:
www.townofeagle.org.

The Town Council adopted a revised **Strategic Plan** in 2021. This document establishes a common language and proposes strategies designed to ensure a bright future for Eagle. [For more information, go to the Strategic Plan page.](#)

The Town’s **Municipal Code** is hosted online by [MuniCode](#) and is updated throughout the year with code changes. This is the most accurate version of the Town Code and should be used when researching or referencing Town Ordinances. Access to the code is on our main page of the website.

In addition to the Town’s Municipal Code, governance is also guided by the **Town Charter**, adopted in April 2020. A copy of that is available on our website [here](#).

The Town recently updated its **Comprehensive Plan** in 2021, the final version of that document is available on our website [here](#).

The Town Council has adopted a **Code of Conduct and Ethics** as required by the Town Charter, that document is available on our website [here](#).

*New Council Members Take Office: After the election, successful candidates will be sworn into office at the regular meeting of the Town Council on **Tuesday, December 12, 2023**. Due to election timelines, the election will not be final until November 29, 2023.



CANDIDATE DATES – FCPA FORMS WILL FOLLOW

DATE	ACTION
August 8, 2023 <i>Tuesday</i>	FIRST DAY Nomination Petitions can be circulated CRS. 31-10-909(a)
August 28, 2023 <i>Monday</i>	<input type="checkbox"/> LAST DAY that nomination petitions may be circulated and signed prior to the regular election. CRS. 31-10-909 (a) <input type="checkbox"/> LAST DAY for nomination petitions to be filed with the municipal clerk. CRS. 31-10-909 (a)
September 4, 2023 <i>Monday</i>	<input type="checkbox"/> LAST DAY that nomination petitions that do not contain the requisite number of names of electors qualified to sign the petition can be <u>amended</u> in this respect prior to the election. CRS 31-10-909 (a) <input type="checkbox"/> If any candidate should die or withdraw from the nomination prior to 63 days before the election, the vacancy may be filled by the vacancy committee; if no committee has been assigned, petition may be used in the same manner as original petition. CRS 31-10-304 (1) <input type="checkbox"/> **LAST DAY to withdraw nomination petition. See requirements in CRS 31-10-909 (b) (a notarized statement is all that is required)
September 6, 2023 <i>Tuesday</i>	<input type="checkbox"/> LOT DRAWING for names on ballot; a signed letter of acceptance or withdrawal for candidacy must be submitted to the Clerk. The Town Clerk will perform the lot drawing and provide notice to candidates so they may attend.
October 17, 2023 <i>Monday</i>	FCPA Filing Due 1st Contribution reports required by the Fair Campaign Practices Act to be filed with the municipal clerk must be filed 21 days before the election, the Friday before the election and 30 days after the election. ** Clerk receives them only. There is a \$50 per day fine to a candidate who does not turn them in on time. Title 1-45-108 (1)(a)(I) and 1-45-108 (1)(II) and 1-45-108 (2)(II)
October 17, 2023 <i>Monday</i>	<input type="checkbox"/> *FIRST DAY Designated Election Official can mail out ballots CRS 31-10-910(2)(a) <input type="checkbox"/> FIRST DAY ballots can be made available CRS 31-10-910(2)(d)
November 3, 2023 <i>Friday</i>	FCPA Filing Due 2nd
November 7, 2023 <i>Tuesday</i>	ELECTION DAY



DATE	ACTION
November 15, 2023 <i>Wednesday</i>	<input type="checkbox"/> Last day ballots of overseas and military voters may be received in order to be counted.
November 17, 2023 <i>Friday</i>	<input type="checkbox"/> LAST DAY for designated election clerk to open the returns and make all abstracts of votes for each office in the presence of the Mayor or other assistant. CRS 31-10-1201 <input type="checkbox"/> LAST DAY an interested party may request a recount, at their expense. CRS 31-10-1207 <input type="checkbox"/> CANVASS must be completed, and election results certified; copy of the Official Abstract of Votes Cast must be sent to SOS; newspaper; website. CRS. 31-10-1201 ** Results are official only after canvass
December 12, 2023 <i>Tuesday</i>	<input type="checkbox"/> FCPA Filing Due 3rd
December 12, 2023 <i>Tuesday</i>	<input type="checkbox"/> SWEAR IN NEW COUNCIL MEMBERS/APPOINT MAYOR-PRO-TEM

FCPA FORMS:

This is intended as a summary of key points for municipal candidates and does not replace qualified legal advice. Please refer to the Fair Campaign Practices Act and Colorado Constitution Article XXVIII in their entirety for detailed information.

All candidates for municipal office must comply with the requirements of the Fair Campaign Practices Act and Article XXVIII of the Colorado Constitution. All documents required to be filed by municipal candidates under these provisions must be filed with the Arvada Town Clerk’s Office.

Candidate Affidavit – A “Candidate” for purposes of the FCPA and the Colorado Constitution must file the Candidate Affidavit form within ten (10) days of becoming a “Candidate”. You become a candidate if you have publicly announced an intention to seek election and have received a contribution or made an expenditure in support of your candidacy. Refer to more detailed provisions as set out in Article XXVIII of the Colorado Constitution. Failure to file this form will result in the disqualification of the person as a candidate.

Committee Registration – This form must be filed prior to the candidate receiving a contribution or expending money. You will need to set up a bank account at a financial institution in accordance with the provisions of Article XXVIII of the Colorado Constitution. Once you have set up the bank account and registered your committee by turning this form into the Town Clerk’s office, you can then begin to collect contributions and make expenditures.

Fair Campaign Practices Act – various filings are required under the FCPA. [The Act can be viewed here](#), as well as applicable provisions in the Constitution. You need to become familiar with the provisions of



both the FCPA and Article XXVIII of the Colorado Constitution. Forms needed to report your contributions and expenditures are also attached. Please keep the original set of these forms and report your contributions and expenditures on photocopies. **You are required to file two copies of each report with the Town Clerk's office.** If you have a campaign treasurer, please make sure that this information is passed along to them and ask that they become familiar with the requirements of these provisions. The deadlines for each of the four reports you will need to file are as follows:

FILING	DUE DATE	REQUIRED BY	REPORTING PERIOD
1st Filing	October 17, 2023 (21 days before election)	FCPA and Article XXVIII of the Colorado Constitution	First expenditure through October 12th
2nd Filing	November 3, 2023 (Friday before election)	FCPA and Article XXVIII of the Colorado Constitution	Expenditures October 13th through October 29th
3rd Filing	December 12, 2023 (35 days after election)	FCPA and Article XXVIII of the Colorado Constitution	Expenditures October 30th through December 11th

Penalties – The penalty for late filing is \$50 per day. Failure to file any reports required under these provisions may be considered a class two misdemeanor.

IT IS THE RESPONSIBILITY OF EACH CANDIDATE TO BECOME FAMILIAR WITH THE PROVISIONS OF THE FAIR CAMPAIGN PRACTICES ACT AND THE COLORADO CONSTITUTION.

PLEASE FILE AN ORIGINAL AND ONE COPY WITH THE TOWN CLERK'S OFFICE ON THE DATES SHOWN ABOVE.