

Contact Info

Silverthorne Town Hall
601 Center Circle, PO Box 1309
Silverthorne, Co 80498

Michele Miller, MMC, Town Clerk
970-262-7304
townclerk@Silverthorne.org

APRIL 3, 2018 REGULAR MUNICIPAL ELECTION

Voters will elect three (3) Town Council positions and one (1) Mayoral seat this election. The election will be conducted by MAIL BALLOT. Interested candidates should contact the Town Clerk's office for more information at (970) 262-7304 or townclerk@silverthorne.org.

CANDIDATE INFORMATION AND INSTRUCTIONS

General Information

At the April 3, 2018 Regular Election Silverthorne voters will be electing three (3) Council members and a (1) Mayor. The three highest vote getting Councilmember candidates and one Mayoral candidate will be elected to four-year terms.

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

The Town of Silverthorne 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 operates under the provisions of the Silverthorne Town Charter and the Colorado Municipal Election Code. Town elections are non-partisan.

Click here for the 2018 Silverthorne Election Calendar.

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 Silverthorne for a period of at least one year immediately preceding the election.

Nomination Petitions

All candidates must file a Candidate Affidavit with the Town Clerk within 10 days of publicly announcing their intention to run for public office.

Municipal Election Nomination Petitions are available at the Town Clerk's office, as of January 2, 2018. To become a candidate for office, a candidate's nomination petition must be signed by at least 25 registered electors who reside within the Silverthorne town limits. It is recommended that more than 25 signatures be obtained in the event some are invalid. Checking the validity of individual signature will be the responsibility of the Town Clerk. Rules and regulations governing election procedures provided by the Secretary of State will be used to determine if the signatures are rejected or accepted.

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. Signatures and addresses will be verified to count towards the 25 signatures. For the April 3, 2018 election, a registered elector shall not sign more than three nomination petitions for Town Council candidates and one nomination petition for the Mayoral Candidate.

Petitions must be filed at the Clerk's office no later than 5 p.m. January 22, 2018 (71 days before the election).

***First Day Petitions May Be Circulated: TUESDAY,
JANUARY 2, 2018***

***Last Day Petitions May Be Circulated and Filed:
MONDAY, JANUARY 22, 2018***

Electors Qualified to Vote

Voters in Town elections are registered electors who live within the Silverthorne Town limits (Town boundary map). The last day to establish Silverthorne residency is Sunday, March 11, 2018. The last day to register to vote in this election is Tuesday, April 3, 2018. Anyone may purchase a list of Silverthorne registered voters by contacting the County Clerk's office ([http://www.co.summit.co.us/90Clerk-Recorder-Motor -Vehicle](http://www.co.summit.co.us/90Clerk-Recorder-Motor-Vehicle)).

Click here for a map of the Town of Silverthorne town boundaries.

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 (town boundary map). The polling place for the precinct is the Silverthorne Town Hall, 601 Center Circle. The ballot drop box will be in the same location as all other elections, in front of the Silverthorne Library (Summit County drop box). There is no drop-off box in Town Hall.

Mail-In Ballots

Ballots will be mailed between March 12, 2018 and March 19, 2018 (between the 22nd and 15th days before an election). “Active” registered voters (those who have voted in the last general election) will receive a ballot by mail automatically, so long as their mailing information is up-to-date with the Summit County Elections Office.

Ballots must be mailed back to the Town of Silverthorne in time to be counted prior to 7:00pm, April 3rd. It is recommended that ballots that are mailed, be mailed no later than March 27, 2018. Ballots may be hand-carried to the Town Clerk’s office up to the time polls close on the day of the election.

Not all voters who voted in one of the past two elections will receive ballots by mail automatically – this may vary by individual. To confirm your status and determine if you need to request a ballot, voters should call the Summit County Clerk’s office 970-453-3470. Registered voters who are not “active” must request a mail-in ballot in writing to the Silverthorne Town Clerk.

Absentee Voting

Starting January 3, 2018, electors may request an application for an absentee voter ballot. Applications are available at www.townofSilverthorne.com or by calling the Town Clerk’s office at 970-262-7304. 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.

Election Results

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

Miscellaneous Candidate Information

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 Silverthorne Town Hall on Friday, January 22, 2018 starting at 5 p.m. Candidates and citizens 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.townofSilverthorne.com on Friday prior to each Council meeting. Visit the Town's website, click on "Agenda" and you will be routed to the agenda management website and then you can subscribe or just select a meeting of interest.

Town Council Meetings. Town Council meetings are held at 6 p.m., on the second and fourth Wednesday of the Month and work sessions are held on the second and fourth Tuesdays starting at 5:30. Additional meetings or appointments to boards will be scheduled outside the regular Town Council Meetings.

Key Topics and Issues. Town staff members will be available to update candidates on current topics and issues. A Staff meeting with candidates is scheduled February 7, 2018, at the Town Hall. This is an excellent opportunity for candidates to get up to date on current Town issues, more information to come.

Compensation. Town Council members are compensated \$300 per month (\$3,600 annually); the Mayor is compensated \$750/month, \$9,000 annually.

Town Code and Home Rule Charter. The complete Silverthorne Town Code and Home Rule Charter can be accessed from the Town's web site at: www.silverthorne.org.

Campaign Advertising. It is not a requirement by law that candidates identify who paid for campaign advertising— e.i. "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 (form included in packet). Email requests to: kathyn@summitcountyco.us, mail to: P. O. Box 1538 in Breckenridge, or fax to: 453-3540. At last count, there were approximately 2,344 registered voters in Silverthorne.

SIGNS, POSTERS AND BANNERS

These types of signs are prohibited and the most applicable, please refer to signs in the Town Code, under Section 4-9-5:

Prohibited.

- Signs erected in the public ROW – all signs must be on private property
- Moving, animating, revolving, or rotating signs

- Wind-driven signs, air-activated graphics, or inflatable signs
- Signs or poster signs, including signs fastened to trees, fences, utility poles, public benches, streetlights, or placed on any public property

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) 262-7360.

FOR ADDITIONAL INFORMATION

Further information may be obtained from the Silverthorne Town Clerk's office, located at 601 Center Circle, by phone, 262-7304 or by email, townclerk@silverthorne.org. 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, <http://www.elections.colorado.gov>.

All FCPA reports shall be filed with the Town Clerk.

FCPA FORMS

Hard copies of the following forms will be included for your convenience. If you need additional forms, contact the Silverthorne Town Clerk. **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 21 days before the election, four 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 21 days before the election, four 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 \$100.
- 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. 4/1/2019, 4/1/2020, 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

21 DAYS BEFORE THE ELECTION:	<i>TUESDAY, MARCH 13, 2018</i>
4 DAYS BEFORE THE ELECTION:	<i>FRIDAY, MARCH 30, 2018</i>
30 DAYS AFTER THE ELECTION:	<i>THURSDAY, MAY 3, 2018</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.