



Regional Transportation District (RTD) Director

2024 Candidate Qualification Guide



Colorado Secretary of State
Elections Division
Ballot Access Department
303-894-2200 x6333
ballot.access@coloradosos.gov

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INTRODUCTION

This document contains an overview of the requirements for accessing the ballot as a Regional Transportation District (RTD) Director candidate in Colorado.

Use this guide as a reference tool only. Always refer to the United States Constitution, Colorado Constitution, and Colorado Revised Statutes for applicable laws.

SUMMARY OF GENERAL REQUIREMENTS

Age	18 years [1-4-501(1), C.R.S.]
State Residence	Yes [32-9-109.5(1), C.R.S.]
District Residence	Yes [32-9-109.5(1), C.R.S.]
US Citizen	Yes [32-9-109.5(1), C.R.S.]
Length of Term	4 years [32-9-111(4), C.R.S.]
Number of Terms	2 terms [Article XVIII, Section 11, Colorado Constitution]

BECOME A CANDIDATE

Step 1: Are you qualified?

Candidates must meet the basic [qualifications](#) for office.

Step 2: Campaign finance laws and rules

Candidates must understand and comply with the following provisions:

- [Colorado Campaign and Political Finance rules](#)
- [Colorado Constitution Article XXVIII \(Amendment 27\)](#) and,
- [Title I, Article 45, C.R.S. \(Fair Campaign Practices Act\)](#)

Step 3: Publicly announce your intent to run for office

A person becomes a candidate, for campaign finance purposes, once the person has publicly announced and thereafter has received a contribution or made an expenditure in support of the candidacy. For more information regarding Publicly announcing, please review the Campaign and Political Finance rules available in the Colorado Campaign and Political Finance manual.

Step 4: Register a candidate committee OR are you a standalone candidate?

If you intend to accept contributions, you must register a candidate committee.

If you will not be accepting contributions (only spending your own money) in support of your candidacy, you are not required to register a committee and are therefore a [standalone candidate](#). All candidates are required to file a Candidate Affidavit through the TRACER website (see more details in Step 6).

Step 5: Receive or spend money in support of your candidacy

You become a candidate when you publicly announce your intent to run for office **AND THEREAFTER** receive a contribution or make an expenditure in support of your candidacy.

Unless you are a standalone candidate, you must register (through TRACER) a candidate committee before receiving any type of monetary or non-monetary contribution.

Step 6: File a candidate affidavit and voluntary spending acceptance, if applicable

Within 10 days of becoming a candidate:

1. Complete the [Candidate Affidavit form](#), which you must file electronically. [Section 2(2), Article XXVIII of the Colorado Constitution] [1-45-110(1) C.R.S.] [Campaign Finance Rule 2.3]

The affidavit is an attestation that you are familiar with campaign finance laws and regulations, so be sure to read the laws *before* submitting.

2. If applicable, complete the Voluntary Spending Acceptance section of the candidate affidavit. [Section 4(3) and 9(1)(c), Article XXVIII of the Colorado Constitution]

If you choose to accept voluntary spending limits (VSL), you must indicate your acceptance on the candidate affidavit at the SAME time as your initial submission of the affidavit. The acceptance of VSL is irrevocable except under very specific instances. To learn more about VSL, please review the Colorado Campaign and Political finance manual.

Step 7: File campaign finance disclosure reports

Campaign finance disclosure reports must be filed timely to avoid penalties.

View the [filing calendars](#)

Step 8: Need help with Campaign Finance or the TRACER website

Contact Campaign Finance Support by email at cpfhelp@coloradosos.gov or by phone at 303-894-2200 (dial 3, then 1).

BALLOT ACCESS OPTIONS

CANDIDATE PETITION - NONPARTISAN

Step 1: Eligibility for nomination and petition circulation

Candidates must meet the basic [qualifications for office](#).

Proof of registration and qualifications will be as shown on the voter registration books of the county clerk and recorder. [1-4-802(1)(g)(II), C.R.S.]

In order to be eligible to circulate a petition, a person must be a citizen of the United States and at least 18 years of age. [1-4-905(1), C.R.S.]

Step 2: Petition signature requirements

Only eligible electors within the district or political subdivision may sign the petition for which the officer is to be elected. Each petition may be signed by any eligible elector who has not signed any other petition for any other candidate for the same office.

[1-4-904(1), 2(b); 32-9-111(5)(a), C.R.S.]

The petition must contain at least **250** signatures. [32-9-111(5)(a), C.R.S.]

Step 3: Receive petition format approval

Petition formats must be approved by the Secretary of State's office prior to circulation.

[1-4-903, C.R.S.]

Contact the Secretary of State's office at 303-894-2200 x6333 or at ballot.access@coloradosos.gov to learn about the petition format approval process.

Step 4: Start circulating petition

Once your petition format is approved, you can begin circulating the petition on the 173rd day before the general election (**May 16, 2024**). [1-4-802(1)(d)(I), C.R.S.]

Step 5: Submit petition and candidate acceptance form

The completed petition must be filed no later than **3 p.m.** on the 117th day before the general election (**July 11, 2024**). [1-4-802(1)(f)(I), C.R.S.]

1. Complete the [Candidate Acceptance of Petition Nomination \(PDF\) form](#) and have it notarized. [1-4-906, C.R.S.]

The form must state the candidate's name the way it will appear on the ballot. Candidate names cannot contain any title or degree designating the business or profession of the candidate. [1-4-906 & 1-5-407(4), C.R.S.]

2. Submit the notarized acceptance form with the completed petition. [1-4-906, C.R.S.]
3. Hand deliver together the petition and candidate acceptance form to:

Colorado Secretary of State – Elections Division
Attention: Ballot Access
1700 Broadway, Suite 550
Denver CO, 80290

*Please contact the Secretary of State's office at 303-894-2200 x6333 or ballot.access@coloradosos.gov for more information on procedures for submitting petitions.

Step 6: Signature verification, cure, and notice of sufficiency or insufficiency

Petition signatures will be verified by the Secretary of State's office and a declaration of sufficiency or insufficiency will be made no later than 96 days before the general election (**August 1, 2024**). [1-4-908(3), C.R.S.]

During the petition review, we will notify candidates of any errors or insufficiencies in the circulator affidavits. Upon receipt of such notification, candidates have five calendar days to cure the errors by submitting a new circulator affidavit that corrects the mistakes. [1-4-912(2), C.R.S.]

During the petition review, we will notify candidates of any signer signatures that do not match the signatures in the voter registration records. Upon receipt of such notification, candidates have three calendar days to cure the mismatched signatures by submitting a form provided by our office that is completed by the signer and a copy of the signer's identification. [1-4-908, C.R.S.]

We will notify you of your petition's sufficiency or insufficiency in writing. For a faster response, please provide an email address where we can send the statement of sufficiency/insufficiency.

If found to be sufficient, the petition will be deemed valid, unless a protest is made in writing within five days after the statement of sufficiency is issued. [1-4-908 & 1-4-909, C.R.S.]

Step 7: Submit audio recording

A candidate audio recording must be submitted to the Secretary of State’s office no later than 117 days before the general election (**July 11, 2024**). The audio recording must state the candidate’s name exactly as it appears on the candidate acceptance form, as this is how the candidate’s name will appear on the ballot. [SOS Election Rule 4.6.1]

[Audio Recording Instructions.](#)

Step 8: Name placed on general election ballot

WRITE-IN

Step 1: Eligibility for write-in

Candidates must meet the basic [qualifications for office.](#)

Proof of registration and affiliation qualifications will be as shown in the state voter registration system. [1-4-501(1), C.R.S.]

Step 2: Submit affidavit of intent

Candidates for Regional Transportation District (RTD) Director must file a [Write-in Affidavit](#) with the Secretary of State’s office in order to be eligible to receive valid write-in votes and appear on the write-in list. [1-4-1101(1), C.R.S.]

The form must be filed no later than the close of business 110 days before the general election (**July 18, 2024**). [1-4-1102(1), C.R.S.]

Mail, hand deliver, email, or fax write-in affidavits to:

Colorado Secretary of State – Elections Division
Attention: Ballot Access
1700 Broadway, Suite 550
Denver, CO 80290
Email: ballot.access@coloradosos.gov
Fax: 303-869-4861

Step 3: Name placed on eligible write-in list for the general election

AUDIO RECORDING INSTRUCTIONS

Why do I need to submit an audio recording?

In order to meet the required standards for accessible voting equipment, all county clerks in the state of Colorado must produce an audio ballot. The audio recording must contain the correct pronunciation of each candidate’s name.

How do I submit my audio recording?

Our office has set up a voicemail box specifically for this purpose.

1. Dial 303-894-2200.
2. Dial extension 6314.
3. After the voice prompt, clearly state your:
 - Name (as it will appear on the ballot; it must match the name you provided on your candidate acceptance form)
 - Office and Jurisdiction if applicable (for example, State House District 5)
 - Party Affiliation (not required for the nonpartisan offices of RTD and Judge)
4. Press “#” when your message is complete.
5. Follow the prompts to review/edit or complete/send your recording.

USEFUL LINKS

[Check your voter registration information](#)

[Ballot access forms](#)

[Campaign finance information and TRACER](#)

CONTACT INFORMATION

Questions about accessing the ballot: 303-894-2200 x6333
ballot.access@coloradosos.gov

Questions about campaign finance: 303-894-2200 (dial 3 then 1)
cpfhelp@coloradosos.gov

Colorado Secretary of State’s website: www.coloradosos.gov