

2024-2025 City Council Candidate Guide



City and County of Broomfield · Elections Division

One DesCombes Drive · Broomfield, CO 80020

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VOTEBROOMFIELD.COM

We Are Here To Help!

Thank you for your interest in serving the residents of the City and County of Broomfield! The Broomfield Elections Division is committed to assisting you with your filing requirements. If you have questions or need assistance, please contact us at 303.464.5857 or email electionsdivision@broomfield.org.

Good luck in your endeavor!

Disclaimer

This guide is intended for use only by persons running for Mayor or Councilmember in the City and County of Broomfield. Candidates interested in federal (President) or state (Governor) office should contact the Colorado Department of State, Elections Division. Candidates interested in school boards, special districts or other cities and counties should contact those districts directly.

Candidates are still responsible for complying with all applicable laws, rules, and codes.

Where To File?

All petitions and campaign finance reports are filed directly with the Broomfield Elections Division. You do not need to send copies to the Colorado Secretary of State.

Timeline of Ranked Voting Method Implementation:

- At the November 2, 2021 election, Broomfield electors approved Ballot Question 2A amending the Broomfield Municipal Code to require elections for city councilmembers and the mayor to be conducted using a ranked voting method beginning at the November 7, 2023 election. The November 7, 2023 election did not require a ranked voting method as no position had more than two candidates.
- The Colorado Secretary of State was required to establish rules for auditing ranked voting elections by January 1, 2025. However, Senate Bill 24-210 extended the Secretary of State's deadline to establish rules for auditing ranked voting elections to January 1, 2026.
- At the February 12, 2025 city council meeting, council voted to amend the effective date for the implementation of ranked voting elections for city council and mayoral elections until the Secretary of State's Office has established audit rules **beginning with the November 2, 2027 municipal election.**

Important First Step - The Candidate Affidavit

Once you officially become a candidate, you have 10 days to file a Candidate Affidavit with the Broomfield Elections Division. Candidates who do not timely file the form will be sent a notice. Failure to respond to the notice and file the affidavit will result in you no longer being eligible to run for office.¹

You officially become a candidate for office when you either:

- Publicly announce your intent to run for office; **and thereafter**
- Receive a contribution or make expenditures to support your candidacy.

Overview of the Process

The Elections Division will help walk you through the specific steps of getting your name on the ballot. Our goal is to make the ballot access process as simple and transparent as possible, while ensuring all candidates comply with Colorado law.

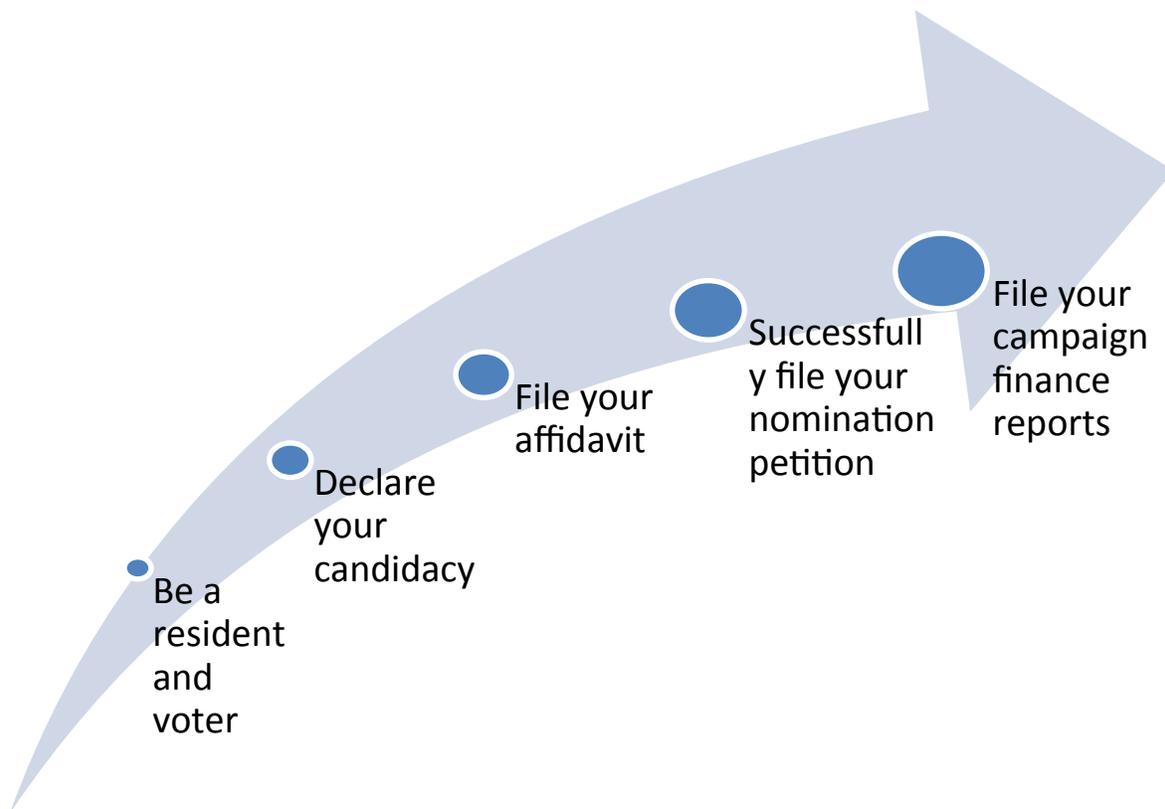


Table: 2025 Candidate Timeline

Dates	Event Description	Legal Reference
Ongoing	Within 10 days of becoming a candidate, the candidate must file a candidate affidavit with the Elections Division.	1-45-110(1) C.R.S.; CO Const. Art. XXVIII Section 2 (2)
August 5 (Tuesday)	First campaign finance report due. The report covers the time period from the beginning of the campaign through July 31, 2025.	Municipal Code Sec. 4-08-080
August 5 (Tuesday)	Earliest day a candidate may circulate a petition (91 days prior to the election)	1-4-805 C.R.S.
August 25 (Monday)	Last day to file nominating petitions with the Elections Division (no later than the 71 st day prior to the election).	1-4-805 C.R.S.
August 28 (Thursday)	Last day to correct or replace signatures that the Clerk finds are not in apparent conformity with the requirements (any time <u>before</u> the 67 th day before the election)	1-4-805 C.R.S.
August 29 (Friday)	Last day to file affidavit of a write-in candidate (no later than 5:00 PM, 64 days prior to the election)	Municipal Code Sec. 4-06-010
September 3 (Wednesday)	Last day for a candidate to withdraw their nomination (<u>prior to</u> 63 days before the election)	31-10-303 C.R.S.
September 5 (Friday)	Second campaign finance report due. The report covers the time period from August 1, 2025 through August 31, 2025.	Municipal Code Sec. 4-08-080
September 20 (Saturday)	Deadline for the Election Division to mail ballots to military and overseas voters (45 days prior to the election)	1-8.3-110(1) C.R.S.
September 22 (Monday)	Clerk will have ballots available in office to issue to walk-in voters (no sooner than 45 days nor later than 32 days before an election). Sept. 20 (Sat.) - Oct. 3 (Fri.)	1-7.5-107(2.7) C.R.S.
October 5 (Sunday)	Third campaign finance report due. The report covers the time period from Sept. 1, 2025 through Sept. 30, 2025. (Report may be turned in on Monday, October 6, 2025.)	Municipal Code Sec. 4-08-080
October 13 (Monday)	First day mail ballots may be sent to voters (22 days before the election)	1-7.5-107(3)(a) C.R.S.
October 16 (Thursday)	Fourth campaign finance report due. The report covers the time period from October 1, 2025 through October 15, 2025. (Per code the fourth report is due the 21st day before the election, since that is 10/14/25 the reports are to be turned in on 10/16/25)	Municipal Code Sec. 4-08-080
October 20 (Monday)	Signature verification and ballot counting begins at 1 DesCombes Dr. (15 days before the election)	1-7.5-107.5 C.R.S.
October 27 (Monday)	Early voting begins weekdays 8am to 5pm and Saturday from 9am to 1pm. Location: 1 DesCombes Drive (Main Lobby)	1-7.5-107(4.5)(c) C.R.S.
October 27	Deadline for voters to update their registration if they want to be	1-201(4) C.R.S.

(Monday)	mailed a ballot (8 days prior to the election)	
November 3 (Monday)	Fifth campaign finance report due. The report covers the time period from October 16, 2025 through October 31, 2025. (Per code the fifth report is due on Friday before election, since that is 10/31/25 the reports are to be turned in on 11/3/25)	Municipal Code Sec. 4-08-080
November 4 (Tuesday)	Election Day voting from 7:00 a.m. to 7:00 p.m. (unofficial results begin posting shortly after 7:00 p.m.)	1-41-102(1) C.R.S.; 7.9.1(c) CDOS Rule; 11.9.4(a)(1) CDOS Rule
December 9 (Tuesday)	Sixth campaign finance report due. The report covers the time period from November 1, 2025 through December 4, 2025.	Municipal Code Sec. 4-08-080

Candidate Qualifications

To be eligible to hold office as an elected official in the City and County of Broomfield, you must be a registered elector and a resident of Broomfield. Council candidates must be a resident of the ward in which he/she is running for at least the 12 months prior to Election Day. Mayoral candidates must be a resident of the City for at least 12 months prior to Election Day.

*For the November 4, 2025 Coordinated Election, candidates must have been a resident of the city (for Mayor) and the city and current ward (for Councilmembers) since at least **November 4, 2024.***

Municipal offices are nonpartisan. There are no political party affiliation requirements for municipal candidates. Your party affiliation will not appear on the ballot.

NOTE: No elected official shall be a salaried employee of the City during their term of office, nor perform personal services for the City for compensation.

Candidate Withdrawals and Vacancies

Any person who has been nominated, meaning they have successfully completed the petition process, may withdraw at any time prior to 63 days before the election, or prior to Wednesday, September 3, 2025. The nominee must simply submit to the Elections Division a signed affidavit stating they are withdrawing from nomination.²

Campaign Signs and Handbills

Questions and Enforcement

Campaign signs size and placement are enforced by the Code Enforcement Division of the Broomfield Community Development Department. You may report code violations through the Code Compliance webpage broomfield.org/214/Code-Compliance. Questions regarding campaign signs should be directed to:

Broomfield Code Compliance
(303) 464-5551

Nominating Petitions

To place your name on the ballot, you must obtain signatures on a nominating petition. The first day to circulate petitions is **Tuesday, August 5, 2025**. All petitions are due no later than **5:00 p.m. on Monday, August 25, 2025**.

Petition forms are provided by the Elections Division. Blank petitions are available for pickup beginning at 8:00 a.m. on Tuesday, August 5, 2025.

Requirements to Successfully Circulate a Petition

- Use only the petition form provided by the Elections Division.
- Adhere to the statutory calendar. The first day to collect signatures is Tuesday, August 5, 2025. All petitions are due back in the Elections Division no later than 5:00 p.m. on Monday, August 25, 2025.
- You may sign your own petition.
- Obtain enough signatures. The nominating petitions for each councilmember candidate shall be signed by not less than twenty-five (25) registered electors from the ward which the candidate will represent. Mayoral candidate petitions shall be signed by not less than twenty-five (25) registered electors residing within the city. [31-10-302(2) C.R.S.]

We recommend you obtain more than 25 signatures in case any signatures are invalid. Check each signature verifying that the electors have printed their name below the signature, since some signatures are difficult to read.

- The top portion of each petition section requires the candidate's name and ward, please be sure to complete this correctly. The nominating petitions for Mayor do not include ward numbers as this race is at large.
- On the acceptance of nomination, write your name exactly as it is to appear on the ballot. The candidate's name may be a nickname or include a nickname. Your name on the ballot shall not contain any title or degree designating the business or profession of the candidate (e.g. MD, CPA, or Ph.D.).
- An elector may sign a nomination petition for one candidate for the office to be filled in the ward and also one petition for the office of Mayor which is filled at large. No elector shall sign more than one nomination petition for each separate office to be filled in the ward. [31-10-302(5) C.R.S.]
- Keep your petition intact. **Do not remove any staples or the entire section may be rejected.**
- Make sure the entry contains the address at which the registered elector resides, including the street name and number, the city, the county, and the date of the signing. Signatures without a residence

address cannot be counted.

The Petition Form and Fields

A sample petition follows the brief descriptions below. Do not use the sample petition for your actual petition. The Elections Division will provide approved petition forms to candidates for circulation in August.

Cover Page (Petition Section - Page 1)

The cover page contains the document name and type.

Warning / Nomination Page (Petition Section - page 2)

This page includes the statutory warning required on each petition, your name and office sought, and your official acceptance of nomination. Your acceptance of nomination is where you shall write your name exactly as it is to appear on the ballot. Your ballot name may include known nicknames, but may not include professional titles such as “M.D.” or “Ph.D.”

Signature Pages (Petition Section - pages 3-7)

The warning language repeats at the top of each page, followed by a place to enter your name and office sought. Each signature page then has 10 lines for eligible persons to provide their signature, printed name, residence address, county, and date of signing.

Only registered electors in Broomfield may sign a petition for mayor. Only registered electors in the appropriate ward may sign a petition for Councilmember. Individuals may sign both a mayoral and councilmember petition. However, if the same person signs more than one petition for the same office, the Elections Division will count the signature with the earlier date of signing. If the date of signing does not clarify which signature is to be counted, then both signatures are rejected.³

Affidavit of Petition Circulator Page (Petition Section - page 8)

The circulator for the petition section must complete and sign the top portion of the affidavit in the presence of a notary. The notary completes the bottom portion. No additional signatures may be added to that section once this page is completed and dated.

SAMPLE WARNING PAGE

City and County of Broomfield

**November 4, 2025 Coordinated Election
Candidate Nominating Petition for Councilmember**

WARNING:

IT IS AGAINST THE LAW:

For anyone to sign this petition with any name other than one's own or to knowingly sign one's name more than once for the same candidate or to knowingly sign the petition when not a registered elector.

Do not sign this petition unless you are an eligible elector. To be an eligible elector you must be registered to vote and eligible to vote in Broomfield City and County Ward _____ elections.

Do not sign this petition unless you have read or have had read to you the proposed nomination petition in its entirety and understand its meaning.

[§ 1-4-902(2) C.R.S.]

**Petition to nominate _____ to the office of City and County of
Broomfield Councilmember Ward _____.**

Candidate Affidavit and Acceptance of Nomination (to be completed by the candidate)

I accept the nomination and swear that I satisfy the requirements set forth in §31-10-301 C.R.S. to be a candidate and hold office in the City and County of Broomfield.

[§ 31-10-302(6) C.R.S.]

Candidate's Printed Name: _____
(Spelling used above is how the candidate's name shall appear on the ballot.)

Candidate's Place of Residence: _____

Candidate's Signature: _____

SAMPLE PETITION SIGNATURE PAGE⁴

WARNING:

IT IS AGAINST THE LAW:

For anyone to sign this petition with any name other than one's own or to knowingly sign one's name more than once for the same candidate or to knowingly sign the petition when not a registered elector.

Do not sign this petition unless you are an eligible elector. To be an eligible elector you must be registered to vote and eligible to vote in City and County of Broomfield elections.

Do not sign this petition unless you have read or have had read to you the proposed nomination petition in its entirety and understand its meaning. [§ 1-4-902(2) C.R.S.]

Petition to nominate _____ to the office of _____.
(name of person sought to be elected) (title of office)

I am an eligible elector in the City and County of Broomfield, and in the ward shown above if applicable , as shown on the statewide Colorado voter registration system. I have not signed any other petition for any other candidate for the same office.

1	Signature	Residence Address (Street & Number)	County
	Printed Name		Date of Signing
2	Signature	Residence Address (Street & Number)	County
	Printed Name		Date of Signing
3	Signature	Residence Address (Street & Number)	County
	Printed Name		Date of Signing
4	Signature	Residence Address (Street & Number)	County
	Printed Name		Date of Signing
5	Signature	Residence Address (Street & Number)	County
	Printed Name		Date of Signing

⁴Actual signature pages will have 10 lines per page instead of 5.

Turning in Your Petition

Once you turn in your petition, Broomfield Elections Division staff shall review the petition entries. Staff will verify that:

- Each person who signed the petition is an eligible voter in the City and County of Broomfield (and of the ward, if a Councilmember petition);
- The address of each person as displayed on the petition matches the address shown on their voter registration records;
- No person who signed the petition already signed another petition for the same office;
- No person signed the petition earlier than Tuesday, August 5, 2025;
- The notary section is complete and the date of notarization matches the date the circulator signed; and
- The petition is intact (no staples have been removed or additional pages added).

You will be notified of your petition status by certified mail and phone (if a phone number is provided). If you collected at least 25 valid signatures, your name will be placed on the ballot.

Insufficient Signatures

If you did not collect enough valid signatures, you may submit an additional petition section to correct or replace signatures any time **before** Friday, August 29, 2025. If at that time you still did not collect at least 25 valid signatures, then you will not be eligible to be a regular candidate at this election.

Funding Your Campaign

Overview

Colorado law requires candidates to disclose how their campaigns are funded. Contributions include money, a loan, or anything of value (non-monetary or “in-kind” donations) used for the purpose of promoting the candidate’s nomination. Expenditures may include purchases such as campaign signs or mailings to voters.

The City and County of Broomfield is committed to transparency in elections. All campaign finance filings are posted on www.votebroomfield.org under Candidate and Campaign Information. If filings are received late in the day or on a weekend they will be posted the next business day.

3 Different Filing Methods

Candidates must decide how they will fund their campaign. If you plan on receiving contributions, you must form a candidate committee prior to accepting a contribution or making expenditures. To form a committee, you must open a bank account for your committee, designate an agent/treasurer (the candidate may also be the treasurer), and file a Committee Registration Form with the Elections Division.

Depending whether you are receiving contributions or making expenditures, one of the three filing methods applies to you.

Method 1: No Contributions or Expenditures - Standalone Candidates

Standalone candidates are candidates without a candidate committee. You do not need to register a candidate committee if you will not solicit or accept contributions during your candidacy. Such candidates may file the **Candidate Statement of Non-Receipt of Contributions and Non-Expenditure of Funds**.

All monetary and non-monetary contributions and personal expenditures must be reported. If you spend your own money on gas to drive to a campaign debate, that is considered an expenditure and you are not eligible to file this form.

Method 2: Personal Expenditures Only

Some candidates do not receive any contributions, and spend **only** their own money to promote their candidacy. These candidates file the **Statement of Personal Expenditures by a Candidate**.

Method 3: Receiving Contributions and Making Expenditures

If you plan on receiving any contributions (monetary, loans, or donated goods and services), you must first file a **Committee Registration** form. You must report all contributions and expenditures using the **Report of Contributions and Expenditures** (see filing calendar below).

Candidates may terminate their committee by achieving a zero dollar balance and filing a termination report. Please see the “Terminating Your Committee” sections of the Broomfield Campaign Finance Guide and the Department of State’s Campaign Finance Guide for more detailed instructions on terminating a committee. Annual filings are required of all Candidate Committees until they terminate, whether or not the candidate was elected to office.

Campaign Finance Calendar

See Campaign Finance Rule 17

Each campaign finance report filed covers a specific reporting period and has a firm deadline. If the due date falls on a weekend or holiday the report may be turned in on the following business day.

Campaign Finance Dates for 2025

The 2025 frequent filing calendar applies to (refer to Campaign Finance Rule 17):

- County candidates whose office appears on the Coordinated Election ballot.

- County Issue committees, in a year in which the issue the committee supports or opposes appears on, or seeks access to, the ballot.
- County Political Parties, if participating in the Coordinated Election.
- County Political Committees, if participating in the Coordinated Election.
- County Small Donor Committees, if participating in the Coordinated Election.
- County 527 Political Organizations, if participating in the Coordinated Election.
- County Independent Expenditure Committees, if participating in the Coordinated Election.

2025 Frequent Filing Schedule	
Report due date	Reporting period
Tuesday, August 5, 2025	Report covers beginning of campaign through July 31, 2025
Friday, September 5, 2025	Report covers August 1, 2025 through August 31, 2025
Sunday, October 5, 2025	Report covers September 1, 2025 through September 30, 2025 (Report may be turned in on Monday, October 6, 2025)
Thursday, October 16, 2025	Report covers October 1, 2025 through October 15, 2025 (Per Muni. code 4-08-080 the fourth report is due the 21st day before the election, since that is 10/14/25 the reports are to be turned in on 10/16/25)
<i>Monday, November 3, 2025</i>	<u>Annual filers only.</u> <i>Report covers October 28, 2024 through October 27, 2025 or Report covers November 28, 2024 through October 27, 2025</i>
Monday, November 3, 2025	Report covers October 16, 2025 through October 31, 2025 (Per Muni. Code 4-08-080 the fifth report is due on the Friday prior to election day, since that is 10/31/25 the reports are to be turned in on 11/3/25)
Tuesday, December 9, 2025	Report covers November 1, 2025 through December 4, 2025

Future Filing Dates (after the 2025 Coordinated Election)

Quarterly Gift and Honoraria Reports

Candidates elected to office have to file quarterly gift and honoraria reports every year they remain in office. Gift and honoraria reports are covered in 24-6-203, Colorado Revised Statutes. In summary, incumbents must report quarterly payments for speeches or publications, payments or reimbursements for travel, and gifts or meals to a political party’s fundraising event. In addition, candidates elected to office and not yet sworn in must also report monies, gifts, and loans valued over fifty-three dollars.

The **2025 Gifts and Honoraria** filing schedule is:

Reporting Period Begins	Reporting Period Ends	Report Due
October 1, 2024	December 31, 2024	January 15, 2025
January 1, 2025	March 31, 2025	April 15, 2025
April 1, 2025	June 30, 2025	July 15, 2025
July 1, 2025	September 30, 2025	October 15, 2025
October 1, 2025	December 31, 2025	January 15, 2026

Annual Reports

Whether elected to office or not, any candidate that does not terminate their candidate committee must file an annual contribution and expenditure report on the first business day in November. A candidate committee may file a termination report using the Contributions and Expenditures Report at any time as long as they have achieved a zero dollar balance on their account.

Penalties for Late Filings

By law, late filings are assessed a penalty of \$50 per day for every day a filing is late. This includes weekends and holidays.

What Do I Have To Report?

All candidates for public office in Colorado must be familiar with the state's campaign finance laws. Colorado campaign finance laws are located in:

- Colorado Constitution, Article XXVIII, Campaign and Political Finance (CPF)
- Colorado Revised Statutes, Title 1, Article 45, Fair Campaign Practices Act (FCPA)
- Colorado Secretary of State Rules Concerning Campaign and Political Finance
- Broomfield Municipal Code, Title 4, Elections and Voting Laws are subject to change. To review the full text of the law in its current form, and also the comprehensive state guide on campaign finance, visit www.ColoradoSOS.gov and click "Campaign Finance".

Required Disclosures

Below is a brief overview of the filing requirements:

- Contributions
 - o Monetary contributions of \$20 or more per reporting period must include the name and address of the donor
 - o Any contribution of \$100 or more must include the contributor's occupation and employer.
 - o Monetary contributions of \$19.99 or less are reported as one lump sum and do not need to be itemized;⁵

⁵Remember, if the same person makes two separate \$10 donations during the same reporting period, then you must itemize that total contribution because they have now donated \$20 total.

- o Fair market value of in-kind contributions (donated goods and services)
- Loans (including loan balance and interest rate)
- Contributions returned to the donor
- All expenditures

Contribution Limits⁶

Broomfield City Council approved ordinance 2171 in May of 2022. The adoption of ordinance 2171 increases the reporting requirements for campaign finance but also imposes new campaign contribution limits.

Recipient	Contribution Limit
Candidate for Councilmember	\$1,330*
Candidate for Mayor	\$2,660*

*Contribution limits were updated in 2024 and are valid through 2025.

Prohibitions

Certain contributions are prohibited:

- No person may act as a conduit in making a contribution (donors may not remain anonymous by giving money to someone else to donate on their behalf).
- No anonymous contributions of \$20 or more are allowed.
- Cash donations cannot exceed \$100.00 from any one donor.
- Colorado law prohibits a person from making a contribution with the expectation that the recipient will reimburse all or a part of the contribution.
- No contributions may be received from:
 - o Corporations (profit or non-profit)
 - o Foreign citizens, corporations, or governments
 - o Another candidate committee (local, state, or federal)
 - o Anonymous contributions of \$20.00 or more
 - o Limited Liability Companies (LLCs), *if* any of the LLC members are a:
 - Corporation or labor organization
 - Natural person who is not a U.S. Citizen
 - Foreign government
 - Professional, volunteer lobbyist, or a principal of a lobbyist prohibited from contributing by 1-45-105.5(1), C.R.S.
- LLCs that the IRS treats as corporations, and from LLCs with publicly traded shares

Additional Information for Candidates

Meetings and Compensation

City Council’s regular meetings are held the second (2nd) and fourth (4th) Tuesday of each month. The

⁶Broomfield Municipal Code 4-08-070. The contribution limits are per person per election cycle. The contributions may not exceed the limits in aggregate. If one receives a contribution that exceeds the limit, the funds must be returned within 72 hours of receipt.

meetings are held at 6:00 p.m. at the George DiCiero City & County Building, One DesCombes Drive. Councilmembers attend additional meetings, including study sessions and participation on boards and commissions.

Council Compensation

Office	Compensation ⁷
Mayor	\$1,890/month*
Mayor Pro-tem	\$1,500/month*
Councilmember	\$1,296/month*

Offices to be Elected in 2025 / Terms of Office

Office	Current Office Holder	Term Limited
Mayor	Guyleen Castriotta	No (Served 2 terms)
Councilmember Ward 1	James Marsh-Holschen	No (Served 1 term)
Councilmember Ward 2	Austin Ward	No (Served 1 term)
Mayor Pro-tem Councilmember Ward 3	Deven Shaff	No (Served 2 terms)
Councilmember Ward 4	Bruce Leslie	No (Served 1 term)
Councilmember Ward 5	Todd Cohen	No (Served 1 term)

The Mayor shall be elected for a two-year term, and the councilmembers shall be elected for a four-year term. One councilmember from each ward and the Mayor shall be elected in each regular election per the City Charter. The term of the office for councilmembers and the Mayor shall commence on their taking the oath of office at the ensuing organizational meeting of the Council held after the election.

The Mayor is limited to three consecutive two-year terms. Councilmembers are limited to three consecutive four-year terms. Councilmembers' term limits have been updated to reflect ordinance number 2243 which allows for three consecutive terms of office.

The **Mayor Pro-tem** is elected by a majority of the elected Councilmembers at the organizational meeting following the election. The Mayor Pro-tem presides over Council meetings in the Mayor's absence but does not have the power to cast a tie-breaking vote nor power of veto.

2025 Voting Methods

The 2025 Coordinated Election will be conducted as a mail ballot election with options for in person voting.

- Ballots will be mailed to all active registered voters in Broomfield approximately three weeks prior to Election Day.
- Voters may return their ballot by mail or at any designated drop-off location. Dates, hours and locations for drop-off sites will be included in the ballot instructions sent to each voter.
- Voted ballots must be returned no later than 7 p.m. on Tuesday, November 4, 2025. Postmark dates do not count as received.

For voters who prefer to vote in person, Broomfield will have at least one voter service and polling center (VSPC). VSPC(s) will be open the entire week prior to the election, weekdays and Saturday. Election Day hours are from 7 a.m. to 7 p.m. VSPC(s) are closed on Sunday.

Election Results

Election results are available at votebroomfield.com beginning approximately at 7:15 p.m. Election Night. No results are known to staff or election judges until they are made available to the public.

Election results are unofficial until the final canvassing of election results, which usually occurs within two weeks of Election Day.