

To Town of Lyons Board of Trustee Candidates:

The Town of Lyons Clerk's Office has prepared these materials to help you navigate the many requirements and deadlines for running for office in the Town of Lyons Regular Municipal Election to be conducted on **Tuesday, April 7, 2020**. Included is a summary of the basic requirements associated with the election, a listing of critical election dates, forms required for participation in the election such as the Nomination Petitions, which will be available at the Town Clerk's Office on **Tuesday, January 7, 2020**.

The Town of Lyons Regular Municipal Election will be conducted as a Mail Ballot Election. The designated polling place will be Lyons Town Hall located at 432 5th Ave, with voting hours from 7:00 a.m. to 7:00 p.m. on **Election Day April 7, 2020**. Ballots may be dropped off at Town Hall during regular business hours before election day.

The ballot will ask voters to consider candidates for six Trustee positions and one Mayor. Additionally, citizens may be asked to vote on one or more policy or tax-related questions. The currently seated Board will determine if any ballot questions need to be considered in the April 7, 2020 election.

Candidates for Trustee and Mayor may begin collecting signatures on nomination petitions beginning **Tuesday, January 7, 2020**. Any signatures collected prior to this date are not valid. A minimum of ten signatures from registered voters residing within the Town limits is required to establish candidacy. Completed nomination petitions, along with ***signed and notarized*** Affidavit of Circulator and Acceptance of Nomination forms are due back to the clerk's office no later than **Monday, January 27, 2020 at 4:30 pm**.

Each candidate will receive a letter indicating the status of his/her petition's sufficiency. If a petition is not sufficient, additional signatures may be collected on an additional nomination petition packet and filed with the clerk before close of business on **Monday, February 3, 2020**.

If a candidate chooses to utilize any contributions for campaigning purposes, the candidate needs to comply with the Fair Campaign Practices Act reporting requirements which stipulate that the necessary forms be filed. Candidate, issue, and political committees are required to file regularly scheduled reports of all contributions/loans received and expenditures made regarding any campaign and/or ballot issue or ballot question.

If you have questions or need additional information, please do not hesitate to contact Town Clerk Dolores Vasquez at 303-823-6622 x12, dvasquez@townoflyons.com or Deputy Town Clerk Marissa Davis at 303-823-6622 x21, mdavis@townoflyons.com
We wish you all the best in your campaign!
Sincerely,

Dolores M. Vasquez
Town Clerk, CMC

Marissa Davis
Deputy Town Clerk

DOUBLE GATEWAY
TO THE ROCKIES

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ARE YOU CONSIDERING RUNNING FOR OFFICE?

This article provides general information about life as an elected official in the Town of Lyons. The article explains the official duties and responsibilities of the Town's elected officials and offers insights into the real-life experiences of being in public office. It provides points for consideration as you decide whether to pursue election. Other materials you will receive in your petition packet contain facts about how to run, candidacy obligations, and the election process. Below you will find answers to basic questions you may have before deciding whether to take the next step.

GOVERNMENTAL STRUCTURE

The Town of Lyons is a Statutory Town and therefore complies with State Statutes and the Town of Lyons Municipal Code.

BOARD OF TRUSTEES

The Town of Lyons governing body consists of six elected Trustees and an elected Mayor, collectively the Board of Trustees. The Mayor has the same obligations as each of the Trustees, plus some additional duties as required by the Town of Lyons Municipal Code. At the first meeting, following biennial election, the Board shall appoint one of the Trustees as Mayor Pro Tem who, in the absence of the Mayor (or the Mayor's inability to act) shall perform the duties of Mayor. The Board of Trustee offices are non-partisan. The Mayor shall receive the sum of \$400.00 per month for his or her services and the Trustees shall receive the sum of \$200.00 per month for his or her services.

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REASONS TO RUN

People choose to serve their town as an elected official for various reasons. Regardless of the motive, if you are contemplating serving your community as a member of the Board of Trustees, you should be prepared for the demands, expectations, and rewards that accompany the role. Although the basic requirements for serving require only that you reside in the Town of Lyons for twelve consecutive months immediately preceding the date of the election, attend the scheduled meetings of the Board, and participate as you desire in policy making, the Town of Lyons has a proud tradition of active and involved elected officials who regularly exceed the minimum requirements.

As an elected official in Lyons, you will represent the interests of Lyons' citizens in important matters such as how the Town's annual budget will be allocated, where and how development takes place, what Town services will be provided, and how to invest in community development. It is a responsibility best met with energy, enthusiasm, and conscientiousness.

The Board of Trustees sets public policy, and sound policy decisions are the result of hard work. For this reason, elected officials are encouraged, but not legally required, to conduct work outside of the regular meetings. Our dedicated Board of Trustees review meeting materials, educate themselves about the public policy issues, interact with constituents and other elected officials and attend meetings with other agencies and governments by serving on appointed committees and acting as liaisons with staff and other agencies.

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YOU'VE GOT SUPPORT

Recalling the old adage that “no good deed goes unpunished”, it can seem like you only hear from aggrieved citizens. Happily (and hopefully just when you need it), you will see the benefits of a Board decision play out for the good of the community or you will occasionally get a much needed thank-you. You will share the dais with others with a deep concern for the Town and its citizens. All board members have different backgrounds and strengths, but knowing you share a common goal will create a united board.

TIME COMMITMENTS

Your experience as an elected official is dependent on your commitment. Attendance at Regular and Special meetings is required, except for excused absences. The rest of the commitments listed are obligations that Board members in the Town have traditionally accepted.

Regular and Special meetings:

The Board of Trustees regularly meets on the first and third Mondays of each month. Workshops begin at 5:30 pm and Meetings begin at 7:00 pm and conclude when the agenda items have been discussed. When a meeting falls on a holiday, the meeting is rescheduled to Tuesday. Infrequently, additional meetings are scheduled when the urgency of business requires.

In advance of board meetings, packets of meeting materials are published via the town web site to board members at the end of the preceding week. Review of the packet can take several hours, and board members are requested to send any questions raised by such materials to appropriate Town staff by Monday morning to allow time for questions to be addressed before or at the Monday evening meeting. Agendas and board packets are posted on the Town of Lyons website at www.townoflyons.com

Training:

Newly elected officials are required to attend one or more training sessions with town staff and the town attorney to become familiar with a variety of important subjects related to public service. Training(s) are scheduled on a weekend day in April or May following the election.

Committee Participation:

The town has boards and commissions to research and provide guidance to the board. Board members volunteer to act as liaisons to a board and or commission for the town. Time commitment will vary, and meetings could be held during the day or evenings.

From time to time, the Town convenes ad hoc committees to review proposals for services contracts, interview candidates for appointments to boards and commissions, or consider special issues that come before the Town. Each board member is asked to volunteer some of their time to one or more of these committees.

Individual Constituent Interaction:

Constituents expect board members to be available to communicate via e-mail and phone calls about their concerns and to be diligent and consistent in their follow up.

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Miscellaneous Time Commitments:

Beyond the duties listed above, board members are often asked to be present at ribbon cuttings, local ceremonies, community events, and important town traditions.

CAN YOU MAKE IT WORK?

Now that you understand the legal and traditional time commitments of elected officials, prospective candidates should evaluate their professional and personal responsibilities and determine:

Will your job/schedule allow the flexibility to be at Town Hall by 5:30 pm on the 1st and 3rd Monday of each month and any special meetings called?

Will your professional and personal life allow for attending occasional weekend or evening workshops?

Will you be able to commit to the occasional working or focus group meetings, which are sometimes held during afternoon or evening hours?

Are you organized in a manner which will allow you to interact with your constituents while still allowing you uninterrupted personal and/or professional time? (These constituent interactions can include emails, phone calls, meeting residents for coffee, or special meetings called by residents.)

Are you willing and able to occasionally serve on Town-formed ad hoc committees?

Do you have an interest in attending various community events?

Do you have time late in the week and over the weekend to review the packets?

Are you able to make decisions based on what is best for the entire community, even if at times it conflicts with your personal views?

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MAKE AN INFORMED DECISION

If you decide to run for office, you will learn about the town, policies, your neighbors, effective political exchange of ideas, time management, and being a public figure. Past town elected officials have felt their role is rewarding and important. The decision to run for an elected position should be made after careful consideration of your situation and ability to commit. However, many of the town's elected officials have chosen to run for a second term and recall the experience as rewarding and fulfilling.

GENERAL ELECTION INFORMATION

The Town of Lyons Regular Municipal Elections are held on the first Tuesday in April in even numbered years via mail ballot. At each election, eligible electors can vote for candidates nominated to fill vacancies on the Board of Trustees. Eligible electors must have resided within the State of Colorado at least 22 days prior to the election and be properly registered with the office of the Boulder County Clerk and Recorder. Voter registration material is available at Lyons Town Hall and the Boulder County Clerk and Recorder. The designated polling place is Lyons Town Hall (432 5th Ave. and polling hours on Election Day are 7:00 a.m. until 7:00 p.m.

The Town of Lyons is a statutory town whose actions are governed by the Colorado Revised Statutes (C.R.S.); Election rules covered in Title 31 - Article 10, Municipal Election Code. A complete set of Colorado Revised Statutes are available for review at Town Hall along with the Lyons Municipal Code which is also on the town web site. All municipal elections are nonpartisan, and nomination is accomplished by petition. The one mayoral candidate and six trustee candidates receiving the highest number of votes and will be elected to serve a two-year term of office. The term commences at the first regular

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board meeting following the date of election. A swearing in ceremony will be conducted at this board meeting.

In the event a Board of Trustee seat is vacated during the elected term, the term is filled by appointment or special election. If filled by appointment, the appointed member's term expires at the next regular election.

Lyons has not repealed term limits. Therefore, no elected member shall serve more than three, two year consecutive terms in office, except that with respect to terms of office which are shorter than two years in duration due to an appointment (Article 18, Section 11 of the Colorado Constitution).

CANDIDATE ELIGIBILITY REQUIREMENTS

Candidates must meet the following criteria pursuant to C.R.S. 31-10-301:

- Must be a registered voter by the time of the candidate's nomination;
- Must be at least 18 years of age by the date of the election;
- Must be a primary resident of the Town of Lyons for a period of at least 12 consecutive months immediately preceding the election;
- Must maintain residency throughout the term in office;
- May not be a candidate for more than one office at the same election or hold two municipal offices.

NOMINATION PROCEDURE

Candidates for municipal offices shall be nominated "at large", without regard to political party affiliation or geographic location. Municipal candidates are all nominated by petition. Nomination petitions must be filed in the Town Clerk's office in accordance with CRS. 31-10-909 (a).

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Each nomination petition shall be completed with the name of the candidate as he/she wishes it to appear on the ballot, the candidate's place of residence, and the office being sought.

Candidates may use a nickname, but may not use any title or degree designation with the business or profession of the candidate.

Candidates may withdraw from the election by submitting a written affidavit to the Town Clerk stating their withdrawal pursuant to CRS. 31-10-909 (b).

WRITE-IN CANDIDATES

Write-in candidate votes will not be counted unless an Affidavit of Intent has been received pursuant to CRS. 31-10-306.

CIRCULATION OF NOMINATION PETITIONS

Candidates may circulate their own petitions or have others circulate petitions for them. However, each nomination petition can only be circulated by one person. Nomination petitions cannot be left unattended by the circulator. The circulator must witness and certify by affidavit that each signature is the signature of the person whose name it purports to be, and that each signer has stated to the circulator that he is a registered elector of the municipality for which the nomination is being made.

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The nominating petition must contain at least 10 signatures of registered electors residing within the town limits of the Town of Lyons. An elector has the right to sign only as many petitions as there are offices to fill. Each registered elector signing the petition must also print their name and physical address as it appears on their voter

registration. It is advisable to obtain more than the required 10 signatures in the event a name is challenged, found to be ineligible, or otherwise eliminated.

Signatures will be verified by the clerk. If signatures are eliminated by the clerk resulting in fewer than 10 registered electors signing a petition, the petition circulator will have time in which to amend the petition. The last day to amend a nomination petition is 66 days prior to the election (Election Day excluded).

VOTER REGISTRATION INFORMATION

To be eligible to vote, one must be eighteen years of age, be a citizen of the United States, have resided in Colorado for twenty-two days prior to the election and be properly registered with the Boulder County Clerk and Recorder.

Voter registration forms are available through any municipal or county clerk's office or at Town Hall. Electors can register to vote, change their address and activate their voter registration at: www.govotecolorado.com

BALLOTS

The position of names on the ballot is determined by lot. The drawing of names for the position on the ballot is conducted by the Town Clerk. The drawing by lot will be held in the Town Hall board room, date and time to be announced to the Candidates. Candidates for office do not need to be present, but are welcome.

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ABSENTEE BALLOTS

Individuals must request an absentee ballot in writing. Applications for absentee ballots are available at the Town Clerk's Office at the Lyons Town Hall, 432 5th Ave or on our website www.townoflyons.com The Clerk will mail Absentee Ballots within 72 hours of receiving the ballots from the printer.

FAIR CAMPAIGN PRACTICES ACT

The reporting requirements of the Fair Campaign Practices Act (FCPA) apply to all mayoral and trustee candidates. All forms required by the act must be filed with the Town Clerk. It is the responsibility of each candidate to become familiar with and meet the reporting and filing provisions of the Fair Campaign Practices Act. For more information on Standalone Candidates (without Committees) and Candidate Committees please contact the Town Clerk or the Deputy Town Clerk.

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