



**TOWN OF EAGLE
REGULAR MUNICIPAL ELECTION
TUESDAY, NOVEMBER 2, 2021**

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 2, 2021, to fill four seats for the position of Town Council three positions will have a two-year term until November 2023 and one position for a four-year term until November 2025. Candidates must choose which term they are running for.

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". The signature is fluid and cursive.

Jenny Rakow, CMC
Town Clerk



GENERAL ELECTION INFORMATION

Election Day: Tuesday, November 2, 2021. 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 four Town Council members. One term is four-years expiring in November 2025 and three are a two-year term expiring in November 2023.

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 on-line. 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 week of October 11).

NOMINATION PETITION INFORMATION

Nomination petitions are available from the Town Clerk beginning August 3, 2021, and must be returned by August 23, 2021. Petitions must be signed by a minimum of TEN registered electors. **Candidates or circulators will choose either the two- or four-year term petition to complete.** 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 2020. 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 on-line 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 is recently updated its **Comprehensive Plan** at the end of 2020, 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 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, November 23, 2021**. Due to election timelines, the election will not be final until November 17th.



CANDIDATE DATES – FCPA FORMS WILL FOLLOW

| DATE | ACTION |
|--|--|
| August 3, 2021 <i>Tuesday</i> | FIRST DAY Nomination Petitions can be circulated CRS. 31-10-909(a) |
| Within 10 Days after Petition is received by Clerk | <input type="checkbox"/> Candidates must file Candidate Affidavit / Fair Campaign Practices Act Paperwork with Town Clerk; Title 1, Article 45 (sign and leave with Clerk when checking out petition) |
| August 23, 2021 <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) |
| August 30, 2021 <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) |
| August 31, 2021 <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 11, 2021 <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) |
| October 12, 2021 <i>Tuesday</i> | <input type="checkbox"/> Contribution reports required by the Fair Campaign Practices Act to be filed with the municipal clerk must be filed on the twenty-first day and on the Friday before (November 2) and thirty days (December 2nd) after the election. ** Clerk receives them only. There is a \$50 per day fine to 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 29, 2021 <i>Friday</i> | <input type="checkbox"/> LAST DAY to file with the Clerk, contribution reports required by the Fair Campaign Practices Act. CRS 1-45-108 (2)(a) |



| DATE | ACTION |
|---------------------------------------|--|
| November 2, 2021 <i>Tuesday</i> | ELECTION DAY |
| November 10, 2021 <i>Wednesday</i> | <input type="checkbox"/> Last day ballots of overseas and military voters may be received in order to be counted. |
| November 12, 2021 <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 |
| November 23, 2021 <i>Tuesday</i> | <input type="checkbox"/> SWEAR IN NEW COUNCIL MEMBERS/APPOINT MAYOR-PRO-TEM |
| December 2, 2021 <i>Thursday</i> | <input type="checkbox"/> LAST DAY to file with the Clerk, contribution reports required by the Fair Campaign Practices Act. CRS 1-45-108 (2)(a) |

FCPA FORMS:

If you are spending money, you must open a separate bank account to hold the campaign funds.

Even if you are not spending any funds, you must complete the Non-Expenditure of Funds form.

Reporting Dates for the forms are:

August 23

October 12

October 29

December 2