

CANDIDATE ELECTION GUIDE

For

MAYOR AND CITY COUNCIL CANDIDATES



REGULAR MUNICIPAL ELECTION

TUESDAY, NOVEMBER 4, 2025

**City of Longmont, Colorado – Office of the City Clerk
350 Kimbark St.
Longmont, CO 80501
303-651-8649**



CITY OF LONGMONT | City Clerk's Office

June 1, 2025

Dear Candidate:

This election booklet has been prepared by the City Clerk's Office for use as a general guide for City Council Candidates and Committees. The attached packet of information provides a summary of the basic requirements associated with candidacy for City Council in the Regular Municipal Election scheduled for November 4, 2025.

The November 4, 2025, election will be conducted as a mail ballot election and will be coordinated by the Boulder and Weld County Clerks. The election will be administered in accordance with the Uniform Election Code of 1992 as amended and the City Charter. Candidates should pay particular attention to the filing provisions of the Longmont Fair Campaign Practices Act, one copy of which is provided as part of the attached packet. The City Charter and an election ward map are also included.

This Election Guide will give you basic information on the municipal election process and should answer most of your questions. However, if you feel there are issues not included or not fully covered, please feel free to contact my office at 350 Kimbark Street, 303-651-8649.

Good luck with your campaign! I look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Quintana", with a stylized flourish at the end.

Dawn Quintana
City Clerk



MUNICIPAL ELECTION GUIDE FOR MAYOR AND CITY COUNCIL CANDIDATES

REGULAR MUNICIPAL ELECTION
MAIL BALLOT ELECTION
November 4, 2025

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WITHIN 10 DAYS AFTER PUBLICLY ANNOUNCING CANDIDACY–

A Candidate Affidavit must be filed with City Clerk [LMC 2.04.209(A)]

BEFORE ACCEPTING ANY CONTRIBUTIONS –

For all candidate and political committees: A **Candidate Committee Statement of Organization** or a **Registration of Political Committee** form must be filed with the City Clerk [LMC 2.04.207(B)]

VOTER REGISTRATION INFO & TIPS –

- 1 - Remind everyone to confirm that their Voter Registration is up to date! Check or update it online at: <https://www.coloradosos.gov/voter/pages/pub/home.xhtml>
- 2 - Voters can register up to and on Election Day at a Voter Service & Polling Center as long as they have been a resident for 22 days. They will be required to show proof of residency.

SECTION I - IMPORTANT DATES

ELECTION CALENDAR & REPORTING DUE DATES

1 st of each month	Monthly Contribution & Expenditure Reports due for Candidates who have declared and Independent Expenditure Reports due - L.M.C. 2.04.207(A)(3)
August 5, 2025	First day candidate Nomination Petitions may be circulated. [C.R.S. 1-4-805]
August 25, 2025	Last day to circulate and file Nomination Petitions. Must be filed by 5:00 p.m. at the City Clerk's Office, 350 Kimbark St. [CRS 1-4-805]
August 29, 2025*	Write-in candidates must file Affidavit of Intent with the City Clerk by close of business [C.R.S. 1-4-1102(2)]
September 3, 2025	Lot drawing for candidate position on the ballot will be held at 5:30 p.m. in the City Council Study Session Room, 350 Kimbark St.
September 5, 2025	PERIOD 1 Contribution & Expenditure Reports due - L.M.C. 2.04.207(A)(2)
October 6, 2025	PERIOD 2 Contribution & Expenditure Reports due - L.M.C. 2.04.207(A)(2)
October 10, 2025	County Clerk may begin mailing ballots to active registered electors [CRS 1-7.5-107(3)(a)(I)]
October 14, 2025	PERIOD 3 Contribution & Expenditure Reports due - L.M.C. 2.04.207(A)(2)
October 20, 2025	County Clerk may begin counting mail ballots [C.R.S. 1-7.5-107.5]
October 21, 2025	PERIOD 4 Contribution & Expenditure Reports due - L.M.C. 2.04.207(A)(2)
October 29, 2025	PERIOD 5 Contribution & Expenditure Reports due - L.M.C. 2.04.207(A)(2)
October 30, 2025	Last day to register to vote in person, at a voter registration agency, or online in order <i>to receive a ballot by mail</i> [C.R.S. 1-2-201(3)(b)(III)]
November 4, 2025	Election Day – eligible electors may register to vote at the Clerk and Recorder's office [C.R.S. 1-2-201(3)(a)]
December 2, 2025	New Council Members sworn in at City Council Organizational meeting at 7:30 p.m. <i>** (immediately after the meeting, formal City Council group photos will be taken – please plan accordingly) **</i>
December 4, 2025	PERIOD 6 Contribution & Expenditure Reports due - L.M.C. 2.04.207(A)(2)

NOTE: Reports filed on the due dates indicated shall include all activity up to and through two (2) days prior to the due date.

*(*Actual deadline falls on a holiday. Date shown is the adjusted due date.)*

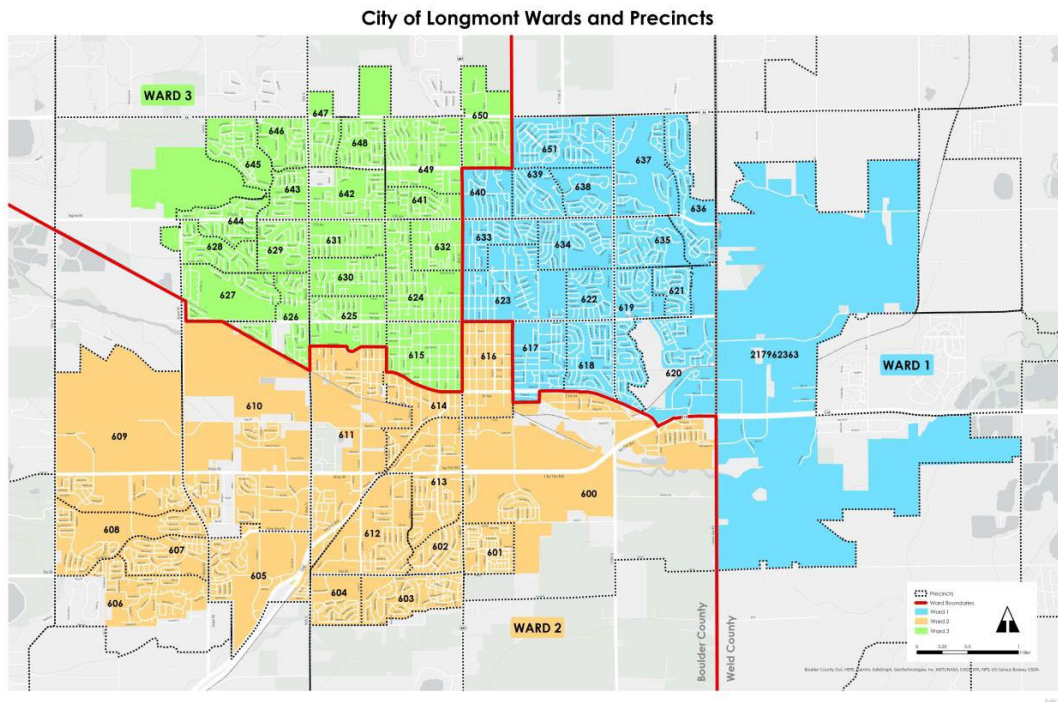
SECTION II – GENERAL INFORMATION

At the November 4, 2025, Regular Municipal Election, the following Council positions will be up for election:

Mayor	2-Year Term ending 12/2027	
Council Member At-Large	4-Year Term ending 12/2029	(2 seats)
Ward II	4-Year Term ending 12/2029	

Municipal elections are non-partisan. Thus, no party affiliation information is collected or reported for any candidate running for local office.

Longmont is divided into three (3) wards. Each ward is comprised of various County precincts. An election map showing ward boundaries and precincts is included with this packet. Additional copies of the map may be obtained from the City Clerk's office at a cost of \$5.00 each or downloaded from the City's website.



The Regular Municipal Election will be conducted by mail in both Boulder and Weld Counties. Longmont citizens who are registered to vote by the deadline will receive their ballot in the mail. All active Longmont registered voters will receive a mail ballot packet that will include a ballot, a return mail envelope, and instructions on how to complete and return the ballot. Ballots must be returned to the respective County Clerk by 7 p.m. on Election Day.

Under provisions of the Uniform Election Code, the Longmont Municipal Charter, and the City's Code of Ordinances, the Designated Election Official for coordinated elections is the County Clerk and Recorder. The Local Election Official is the City Clerk. All questions regarding the Municipal Election should be addressed to the City Clerk at 350 Kimbark Street, 303-651-8649.

The Boulder County Election Division provides data and information on registered voters for a charge if it is not available on their website. Consult the Boulder County Elections web pages to see if the data you need is available for download. Candidates who would like a voter registration list may also contact the Boulder County Election office directly at 303-413-7740.

SECTION III - QUALIFICATIONS FOR OFFICE & TERMS

Candidate Eligibility for Longmont City Council:

- Must be a citizen of the United States of America
- Must be 21 years of age or older
- Must be a qualified elector for at least a year
- Must have resided in the City of Longmont for one-year immediately preceding the election date
- Must reside within the ward applying for, if elected for a Ward seat

Additional Municipal Charter provisions regarding the qualifications of Council members are:

- Each Council member elected for a ward position shall have been a qualified elector for one (1) year and, during the term of office, shall reside in the ward from which elected;
- No Council member shall be a salaried employee of the City during the Council member's term of office; and
- The Council shall be the judge of the election and of the qualifications of its own members, subject to judicial review.

Terms of Office:

The mayor serves a two-year term and may serve a maximum of three (3) consecutive terms.

City Council Members serve four-year terms and may serve a maximum of two (2) consecutive terms.

It is important to note that term limits apply only to full terms served.

SECTION IV - NOMINATION PETITIONS

Nomination Petitions Circulation Dates & Details:

In accordance with C.R.S. §1-4-805, Nomination petitions must be circulated and filed with the City Clerk not earlier than ninety-one (91) days and not later than seventy-one (71) days before the election.

- ✓ Candidates for At-Large positions (including Mayor) must have petitions signed by not fewer than fifty (50) qualified electors.
- ✓ Candidates for Ward positions must have petitions signed by not fewer than twenty-five (25) qualified electors from the Ward in which the candidate is seeking election.

“QUALIFIED ELECTOR” is defined in the Longmont Municipal Charter Sec. 13.15(h) as: “...a resident of the City who is qualified to vote under the Constitution and statutes of the State of Colorado and who is registered to vote.”

Nomination Petitions may be circulated only during the following dates:

Start: August 5, 2025 (petition forms may be picked up at the City Clerk’s Office)

End: August 25, 2025, by 5:00 pm (petitions must be filed with City Clerk by this deadline)

The Candidate accepts the nomination by signing the completed Petition before a Notary Public and certifying that the qualifications to run for a Longmont municipal office have been satisfied. The City Clerk will review the filed petitions, and any petition may be amended to correct or replace those signatures which are found to be in apparent non-conformity with election requirements. Once the Petition has been accepted and verified, you then are officially a Candidate.

The Petition Circulator must certify the Petition with a signature before a Notary Public. The Petition Circulator may be the Candidate.

Instructions for Petition Circulator:

- The top portion of the Petition must be completed before the petition is circulated.
- TO SIGN A PETITION, a person must be an eligible voter as shown by the records of the Boulder County Clerk and Recorder and meet the qualifications specified on the petition. Only registered electors that live within the city limits of the City of Longmont can sign a petition.
- The Petition Circulator CAN NOT sign their own petition they are circulating.
- An elector cannot sign more than one petition for each separate office. If there are two offices vacant that are the same, then an elector may sign no more than two candidate petitions.
- Candidates are encouraged to get more than the minimum signatures.

- A petition circulator must personally observe every eligible voter who signs his/her petition.
- There can only be one circulator for each petition.
- Make certain that all required information is complete. A signer must use the address where he/she is registered to vote. A post office box is not a place of residence. The street name and number must be provided.
- If a correction is required, the signer should cross out the incorrect information and proceed to the next line.
- The circulator cannot assist the signer.
- No person may sign for another.
- **Signature, printed name, and address must be legible.**
- When the circulator has finished collecting signatures, he/she shall execute the Affidavit of Circulator on the back of the petition in the presence of a Notary Public.
- The candidate must complete the acceptance of nomination on the back of the petition and sign in the presence of a Notary Public.

Establishing Order of Names on the Ballot:

Names of eligible candidates will appear on the ballot in random order established by lot. The date, time and location for the lot (or drawing for position on the ballot) is noted under the Election Calendar on page 2. Candidates are welcome to attend and witness the drawing of the names for ballot position.

How to Withdraw:

Any candidate who has been nominated may withdraw from the ballot. However, the ballot must be certified to the County Clerk and Recorder no later than September 5, 2025. The nomination should be withdrawn before that date to ensure that the candidate's name does not appear on the ballot. If a candidate withdraws after ballots are certified, the County Clerk will not count any votes cast for the withdrawn candidate.

SECTION V - CAMPAIGN REPORTING REQUIREMENTS

To accept contributions, a committee must be formed by filing a [Committee Statement of Organization](#) and an account established at a local banking institution. Some banks are not familiar with elections accounts and may require additional documentation. Each committee is responsible for establishing the account and providing any necessary paperwork required by the bank. The City Clerk's Office cannot assist you in this regard.

Most candidates form a Candidate Committee. These Candidate Committees are required to report campaign donations and expenditures. One copy of the Longmont Fair Campaign Practices Act (LFCPA) and associated reporting forms are included with this packet. The LFCPA has strict sanctions for late filing of reports and violations of campaign laws. ***It is the candidate's responsibility to file all reports in a timely and accurate manner and to know the requirements of the LFCPA.***

NEW FOR 2025: We are testing a new contribution and expenditure reporting tool at the time of the preparation of this guideline. We will inform all candidates of how to file their reports at the Candidate Orientation.

An election calendar summary has been included in Section I, which lists important filing dates. All reports must be filed in the manner prescribed by the City Clerk and are due by the dates and times listed.

In accordance with the LFCPA, the City Clerk's Office posts the reports to the City's website within 24 hours of the filing deadline.

Tips/Reminders about Contribution and Expenditure Reporting:

- **The maximum per person contribution limit for 2025 is \$310.**
- Contributions over \$50 must be reported and include the name and street address of each person who has contributed.
- All contributions should be tracked.
- No candidate committee, political committee or issue committee shall accept a contribution, or make an expenditure, in currency or coin exceeding \$100.00

SECTION VI - POLITICAL SIGNS & CAMPAIGN MATERIALS

Disclosures:



IMPORTANT ALL ELECTIONEERING COMMUNICATIONS *MUST* include the proper disclosures!

Electioneering communications definition:

"Electioneering communication" means any communication which is distributed that:

- 1. Refers to a clearly identified candidate or ballot measure. The candidate is considered to be "clearly identified" if the candidate's picture appears or the candidate's identity is apparent by clear reference. The ballot measure is considered to be "clearly identified" if the number or title of the measure is apparent by clear reference; and*
- 2. Is distributed within 90 days before a city election or special election; and*
- 3. Is distributed to an audience that includes members of the electorate for such public office or ballot measure.*

2.04.206.5. - Electioneering communication disclosure.

- A. *Electioneering communications shall clearly state the full name of the person making the expenditure. Such disclosure shall be prominently featured in the electioneering communication.*
- B. *Electioneering communications shall clearly state whether the communication has been authorized by a candidate, candidate committee or agent, issue committee or agent, or made in cooperation with or with the prior consent of, or in consultation or coordination with, or at the request or suggestion of, a candidate or candidate's committee, issue committee or their agents. Such disclosure shall be prominently featured in the electioneering communication.*

This means that your election sign, flyer, promo item, website – ANYTHING you are producing to promote your candidacy – must include the required “paid for by/authorized by” statement and it must be PROMINENTLY FEATURED per Longmont Municipal Code.



City of Longmont Sign Codes:

The City of Longmont Election Sign Specifications following this section contains information regarding allowable political signs for each of the zoning districts in the City of Longmont.

- ✓ **SIGNS SHOULD BE POSTED ON PRIVATE PROPERTY ONLY.** Always ask permission from private property owners before posting any campaign signs.
- ✓ **NO SIGNS ARE PERMITTED IN THE CITY RIGHT-OF-WAY.** City right-of-way usually extends five to ten feet behind any sidewalk attached to the street or to the edge of a detached sidewalk. No **campaign signs** should be placed in **these areas**, or they **may be subject to removal by City Code Enforcement Officers or other City officials**

without prior notice to the candidate or campaign managers. Retrieval of confiscated signs may not be possible.

- ✓ **SIGNS AND CAMPAIGN MATERIALS SHOULD BE REMOVED NO LATER THAN SEVEN DAYS AFTER THE ELECTION.** Failure to comply with any provision of the City's Sign Code is subject to the enforcement guidelines of the Longmont Municipal Code including the potential of a court summons and/or fine.
- ✓ Consult the sign code or Building Inspection Division at (303) 651-8332 with specific questions.

Use of City Logos on Your Campaign Materials is Strictly Prohibited:

Using a city logo on any campaign materials would create an inaccurate perception that your campaign is endorsed, sponsored or financially supported by the City of Longmont. Under Colorado laws, municipalities shall not advocate for or against anything the City has put on the ballot.

SECTION VII – WHAT IF YOU WIN?

What does a City Council Member (or Mayor) do?

Council Members formulate policies for the broad issues that affect the community, in both the short and long term. Policies are the framework or foundation that, in turn, guide the large and small decisions that are made by the City on an ongoing basis.

The City of Longmont operates under the Council-Manager form of government. The City Council, as a body, appoints the City Manager, City Attorney and the Municipal Judge. The City Manager is responsible for the administration of the city organization and the supervision of all staff members except for the City Attorney and Municipal Judge. The City Attorney provides legal services and advice to City Council, City staff and City boards and represents the City in all legal proceedings.

The City also has 22 advisory boards that advise City Council on various issues. Each Council Member serves as a liaison to 3-4 City boards. The mayor serves on various external regional or county boards and, thus, does not serve as a liaison to many City advisory boards.

There are four legal entities that are separate from the City in which Council participates:

1. The Longmont Downtown Development Authority (LDDA)
2. The Longmont Housing Authority Board of Commissioners (LHA BOC)
3. The Longmont Urban Renewal Authority (LURA)
4. The Longmont General Improvement District #1 (LGID)

In addition to their roles as City Council members, the Mayor and Mayor Pro Tem have additional responsibilities that are outlined in the City's Charter and Code:

- The mayor is responsible for working with the City Manager to develop the agendas for City Council meetings, acts as chair for the meetings, is the recognized head of the city government for all ceremonial and legal purposes, and signs most legal documents on behalf of the City.
- The Mayor Pro Tem acts as Mayor during the absences or disability of the mayor or in the event of a vacancy in the office of Mayor as defined by the Charter. During the organizational meeting following each Regular City election, the Mayor Pro Tem is elected by the members of council by secret ballot.

How many hours do Mayor and Council Members spend on their duties?

Mayor and City Council Members spend *approximately*:

- 12+ hours per month attending City Council meetings
- 4 hours per month reading Council packets and preparing for City Council meetings
- 4-8 hours per month attending City Advisory board meetings
- 2-4 hours per month attending regional/county meetings
- 4 hours per month engaging with and responding to constituents
- 2-4 hours per month preparing for and attending LHA Board of Commissioners meetings

What is the pay?

Starting with the new council seated on December 2, 2025, Mayor and Council compensation will be:

- Mayor \$2,000 per month
- City Council members \$1,500 per month

Every two years thereafter, compensation will increase by a cost-of-living adjustment equal to the Social Security cost of living adjustment for that time period.

SECTION VII – CONTACTS

Longmont City Clerk's Office

Dawn Quintana, City Clerk

Krystal Shed, Deputy City Clerk (**Krystal is the primary contact for the 2025 election but anyone in the Clerk's Office is happy to help!)

350 Kimbark St., Longmont – Take elevator to upper floor 4R

8:00 a.m. to 5:00 p.m., Monday through Friday

Ph: 303-651-8649

Email: city.clerk@longmontcolorado.gov

www.longmontcolorado.gov/departments/departments-a-d/city-clerk/election-information

Boulder County Clerk & Recorder

Molly Fitzpatrick, Boulder County Clerk & Recorder

1750 33rd St., Boulder

529 Coffman St., Longmont

1376 Milners Dr., Lafayette

Ph: 303-413-7740

www.bouldercounty.org/elections

Weld County Clerk & Recorder

Carly Koppes, Weld County Clerk & Recorder

1250 H St., Greeley

4209 County Road 24 ½, Longmont (near I-25 and Hwy. 119)

Ph: 970-304-6530

www.weldgov.com/departments/clerk_and_recorder/elections_department

SECTION VIII – HELPFUL LINKS

Useful Links:

1. CITY OF LONGMONT CHARTER
https://library.municode.com/co/longmont/codes/code_of_ordinances?nodeId=PTICH
2. LONGMONT FAIR CAMPAIGN PRACTICES ACT
https://library.municode.com/co/longmont/codes/code_of_ordinances?nodeId=PTIIC OOR TIT2AD CH2.04EL S2.04.202LEDE
3. LONGMONT CITY COUNCIL CODE OF ETHICS
<https://longmontcolorado.gov/government/city-council-code-of-ethics/>
4. CITY OF LONGMONT WARD MAP
<https://www.longmontcolorado.gov/departments/departments-a-d/city-clerk/election-information/find-my-council-member>
5. CANDIDATE INFORMATION & FORMS
<https://longmontcolorado.gov/city-clerk/election-information/run-for-city-council/>
6. COLORADO MUNICIPAL LEAGUE
www.cml.org
7. COLORADO INDEPENDENT ETHICS COMMISSION
<https://iec.colorado.gov/>