

CHERRY HILLS VILLAGE
COLORADO

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

Dear City Council Candidate:

The City of Cherry Hills Village will hold a Regular Municipal Election in coordination with Arapahoe County on November 8, 2022. This election will be a mail ballot election (visit www.arapahoevotes.gov for more information). There are four City Council seats up for election: Mayor, District 2 Councilmember, District 4 Councilmember and District 6 Councilmember.

All municipal elections are nonpartisan and nomination is accomplished by petition. Although petition signatures for Councilmembers must be from registered electors of that Council District, all Councilmembers are elected at-large.

Candidate Forms

Qualifications for Office

To be a candidate for Mayor or Councilmember, you must:

1. Be a qualified elector of the City of Cherry Hills Village.
2. Have resided in the City of Cherry Hills Village for not less than one year at time of election.
3. As a Councilmember be a resident of the Council District from which you are elected at the time of nomination and during the tenure of your office.
4. Not be a salaried employee of the City during your tenure of office.

Nomination Petition (City form)

To be nominated for the election ballot, you must obtain the signatures of registered electors through a petition process. The petition form, which is included in this packet, can be circulated beginning **Tuesday, August 9, 2022 and must be returned to the City Clerk's Office by 4:30 p.m. Monday, August 29, 2022.**

If nomination petitions are downloaded from the website the petition must be stapled before circulation. Nomination petition pages should stay stapled together at all times. Please see the Instructions for Petition Circulators in this packet for more information.

The following numbers of signatures are required per the Home Rule Charter:

Mayor	Not fewer than 25 registered electors residing within the City of Cherry Hills Village.
Councilmember	Not fewer than 10 registered electors residing within the District.

The City Clerk's Office will verify the signatures on the petition and you will be notified if you do not have a sufficient number of valid signatures. **You are strongly encouraged to collect**

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more signatures than the required number and to turn in your petition before August 29th so that you have time to collect additional signatures if required. Please note that each petition can be circulated by only one person and must be in that person's possession at all times. The circulator of the petition must sign the Affidavit of Circulator on the last page of the form and have their signature notarized. Notary services are available at City Hall. More than one petition can be circulated per candidate.

Candidate's Affidavit of Acceptance (City form)

You, as the candidate, must fill out the Candidate's Affidavit of Acceptance form and have your signature notarized. Also, at the bottom of the form, please fill out your name exactly as you would like it to appear on the ballot. Please turn in your affidavit when you submit your nomination petition.

Withdrawal from Nomination (City form)

A candidate whose nomination petition has been properly completed and certified may withdraw from nomination by filing a sworn statement with the City Clerk's Office. This form is available on the City website at www.cherryhillsvillage.com/candidates. Ballot content is due to Arapahoe County on September 7, 2022 and therefore any candidate who withdraws after that date may still appear on the ballot.

Campaign Finance (State forms)

Please refer to the Fair Campaign Practices Act information and forms in this packet and on the City website.

Political Signs

Please be aware of the temporary sign regulations for the City of Cherry Hills Village and communicate them to your campaign committee. We appreciate your cooperation in carrying out the provisions of the City Code.

Additional Information for Your Review

Please visit www.cherryhillsvillage.com/candidates for additional important information.

Public Record

Please note all your election forms are public record. Campaign finance forms will be posted on the City website.

Lot Draw

If there is more than one candidate per position, I will draw the names of the candidates out of a hat to determine the order of names on the ballot. You and/or your campaign representative are invited to attend. The drawing will be held at the City Council meeting on **Tuesday, September 6, 2022 at 6:30 p.m.** The drawing will also be live-streamed and recorded as part of the Council meeting (www.cherryhillsvillage.com/MeetingVideos).

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Election Results

Unofficial election results are available at www.arapahoevotes.gov beginning Election night and updated throughout the days following. Official election results are complete after the canvass by Arapahoe County which will occur later in November. I will stay in contact with all candidates as we get information from the County in the days after the election.

City Council Information

Role and Responsibilities

The City Council's job is to represent their constituents and make legislative and policy decisions in the best interest of the community.

Form of Government and Organizational Structure

Cherry Hills Village is a home rule city. This means we have adopted our own Charter laws, rather than deferring to statutory state laws. You can view the Charter and Municipal Code on the City website at www.cherryhillsvillage.com.

Cherry Hills Village has a council-manager form of government. The City Council is the legislative body that determines laws and policy for Cherry Hills Village. The City Manager is charged with carrying out the decisions of City Council and with the administration of day-to-day operations of the City.

New Council Orientation

An orientation for new City Council members will be scheduled in December with City staff and the City Attorney.

Term Start

Council members will be sworn in and take office at the first Council meeting of 2023, the Organizational Meeting.

Term Limits

The person elected as Mayor will serve two-year terms of office, limited to three terms. The persons elected as Councilmembers will serve four-year terms of office, limited to two terms.

Council Meetings

Regular City Council meetings are held on the first and third Tuesdays of each month, except for July (only one meeting on the third Tuesday of the month) and December (only one meeting on the second Wednesday of the month). Meetings are held at City Hall, 2450 E. Quincy Avenue and are live-streamed and recorded on the City website (www.cherryhillsvillage.com/MeetingVideos). Regular meetings begin at 6:30 p.m. and sometimes end with an executive session.

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Council often meets at 5:30 p.m. for a study session prior to the regular meeting.

Special Council meetings may occur as needed with at least 24 hours' notice for public posting requirements.

A Council retreat is usually held during a weekday early each year.

Other Time Commitments

City Council members are appointed as liaisons to the City's departments and to outside organizations such as the Colorado Municipal League, the Denver Regional Council of Governments, and the High Line Canal Conservancy. Time commitments vary with the specific needs of each group. Liaison assignments will be discussed during a regular Council meeting at the beginning of 2023.

In addition, it is likely you will spend time visiting with constituents. It is anticipated that each Council member will allocate sufficient time to listen to citizen concerns.

Thank you for your interest in serving on City Council! If you have any questions, please contact me at (303) 783-2732 or lgillespie@cherryhillsvillage.com.

Sincerely,

Laura Gillespie
City Clerk