

**Littleton Public Schools**  
**School Board Election – November 7, 2023**  
***Important Dates for Board of Education Candidates and Resource Information***

**By August 9** – Declare your candidacy to be a school board member, also known as a school director. A person is a candidate for election if the person has “publicly announced and intention to seek election to public office...and thereafter has received a contribution or made expenditures in support of the candidacy.”

- **Within 10 days of becoming a candidate** – The candidate affidavit is required to be filed on the TRACER online program on the Secretary of State’s web page. If **campaign contributions** are accepted, a candidate committee would need to be registered on TRACER, too. If you are spending only your own money on your campaign, you do not have to register a candidate committee. Candidates cannot accept contributions from corporations (profit or non-profit), labor organizations, or anonymous persons. “Pass the Hat” or “Fish Bowl” contributions are prohibited unless they are modified to avoid anonymous contributions.

**August 9 through September 1** – Period when candidate may circulate a nomination petition. The nomination petitions and candidate package will be available for pick up at LPS from Jonathan Levesque, LPS’s designated election official (DEO) in the LPS finance office. **You may schedule an appointment to pick up a candidate package with DEO at 303-347-3340 on or after August 9.**

**September 1** – Nomination petition deadline and last day for school director candidates to file a nomination petition with circulator’s affidavits and a notarized acceptance of nomination with the DEO by 4:30 p.m. Candidates need at least 50 eligible petition entries. In addition, the written notice of intent to be a candidate and an affidavit of qualifications for office are due by 4:30 p.m. **We would suggest filing nomination petitions and forms with the DEO in the LPS finance office by August 28. We also suggest getting more than 50 petition entries.**

**September 8** – School districts may cancel election if there is no contest.

**October 16** – Earliest date for county to send mail ballot to each eligible elector.

**November 7** – Election Day; ballots must be returned to the county by 7:00 p.m. Voter Service, Polling Centers, and Ballot Drop-Off locations open 7 a.m. - 7 p.m.

**November 16** – Oath of Office at the Board of Education meeting.

### **Other Candidate Resources:**

**Colorado Secretary of State** <http://www.sos.state.co.us/pubs/elections/Candidates/RunForOffice.html>

- Learn to use TRACER
- Fair Campaign Practices Act (FCPA)  
<https://www.sos.state.co.us/pubs/elections/CampaignFinance/files/CPFManual.pdf>
- Filing Dates  
<https://www.sos.state.co.us/pubs/elections/CampaignFinance/calendars/2023/2023SchoolBoard.pdf>
- TRACER home page <http://tracer.sos.colorado.gov/PublicSite/Homepage.aspx>

### **Arapahoe County**

- Clerk and Recorder <http://www.co.arapahoe.co.us/287/Clerk-and-Recorder>
- County elections <https://www.arapahoevotes.com/>

**Colorado Association of School Boards** <http://www.casb.org/>

- Available information includes Code of Ethics for School Board Members, Board Basics, Board–Superintendent Roles & Responsibilities, Local School Boards and Their Work, and School Finance

### **Littleton Public Schools**

- LPS Board of Education <http://littletonpublicschools.net/content/board-education>
- BoardDocs (paperless governance solution) <http://www.boarddocs.com/co/lpsco/Board.nsf/Public>
- Board’s Strategic Plan <http://littletonpublicschools.net/content/lps-strategic-plan>
- Financial Transparency <http://littletonpublicschools.net/content/financial-transparency>
- Annual Report <http://littletonpublicschools.net/content/annual-report>
- Curriculum <http://littletonpublicschools.net/content/curriculum>
- LPS/LEA Collective Bargaining Agreement <http://littletonpublicschools.net/content/salary-schedules>
- Calendars <http://littletonpublicschools.net/content/calendars>
- District Advisory Committees <http://littletonpublicschools.net/content/advisory-committees>