

**A CALL FOR NOMINATIONS  
(NOTICE BY PUBLICATION OF)**

§1-13.5-501, 1-13.5-1102(3), 32-1-905(2), C.R.S.

**TO WHOM IT MAY CONCERN**, and, particularly, to the electors of the Steamboat Lake Water & Sanitation District of Routt County(ies), Colorado.

**NOTICE IS HEREBY GIVEN** that an election will be held on the 6th day of May, 2025, between the hours of 7:00 a.m. and 7:00 p.m. At that time, 4 directors will be elected to serve 4-year terms. Eligible electors of the Steamboat Lake Water & Sanitation District interested in serving on the board of directors may obtain a Self-Nomination and Acceptance form from the District Designated Election Official (DEO):

_____ <u>Ellen Standish</u> _____	(Designated Election Official)
_____ <u>PO Box 662</u> _____	(DEO Address)
_____ <u>Clark, CO 80428</u> _____	(DEO Address)
_____ <u>970-756-3495</u> _____	(DEO Telephone)
_____ <u>admin@steamboatlakewater.com</u> _____	(DEO email)

The Office of the DEO is open on the following days: Monday through Friday from 9:30 a.m. to 5:00 p.m.

The deadline to submit a Self-Nomination and Acceptance is close of business 5:00 pm on **February 28, 2025** (not less than 67 days before the election).

Affidavit of Intent To Be A Write-In-Candidate forms must be submitted to the office of the designated election official by the close of business on **Monday, March 3, 2025** (the sixty-fourth day before the election). **NOTICE IS FURTHER GIVEN**, an application for an absentee ballot shall be filed with the designated election official no later than the close of business on **Tuesday** preceding the election, **April 29, 2025**.

*Ellen Standish*

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Designated Election Official Signature

**PROCEDURAL INSTRUCTIONS:** This is a sample form only. Review use with your attorney.

Between 75-100 days before a regular election, the DEO shall provide public notice of a call for nominations. The call must state the offices to be voted upon, where to obtain a self-nomination form, deadline for submittal of said form, and information on obtaining an absentee ballot.

Due to the enactment of SB21-262, special districts must:

- 1.) perform notice of the Call for Nominations in 2 ways, depending on the type of special district.
- 2.) metropolitan districts created after 1/1/2000 must provide the notice to each registered elector via email or mail, in addition to a second form of notice.
- 3.) all other special districts (including metropolitan districts organized prior to January 1, 2000) must make publication in addition to a second form of notice.

**Metropolitan districts organized after January 1, 2000:**

1. Must email or mail the Call for Nominations notice to all email addresses or mailing addresses (if no email address is known) found in the Clerk & Recorder list(s) of district electors registered as of 150 days prior to the election.

*and one of the following*

2.
  - i. publication, as defined at §1-13.5-501(2)
  - ii. including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election, or other information mailing sent by the metropolitan district to the eligible electors of the metropolitan district
  - iii. posting the information on the official website of the official website of the metropolitan district
  - iv. for districts with < than 1,000 eligible electors in a county with a population of less than 30,000, posting the notice in 3 places within district boundaries and the clerk & recorder's office through the day the after the Call for Nominations closes.

C.R.S. §1-13.5-501(1.7)

**All other special district types and metropolitan districts organized before January 1, 2000:**

1. Must provide notice by publication, as defined at §1-13.5-501(2)

*and one of the following*

2.
  - a. Mailing the notice, at the lowest cost option, to each address at which one or more active registered electors of the local government resides as specified in the registration list provided by the county clerk and recorder as of the date that is 150 days prior to the date of the regular local government election (see above)
  - b. including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election, or other information mailing sent by the metropolitan district to the eligible electors of the metropolitan district
  - c. posting the information on the official website of the the district
  - d. for districts with < than 1,000 eligible electors in a county with a population of less than 30,000, posting the notice in 3 places within district boundaries and the clerk & recorder's office through the day after the Call for Nominations closes.

C.R.S. §1-13.5-510(1.5)

\*2-year terms should only be available if a vacancy has occurred to a full term ending in 2027 (elected to 4-year term in 2023).

Affidavit section not required.