

SUGGESTIONS TO CIRCULATORS¹ PLEASE READ

READ THE WARNING AT THE TOP OF THE SIGNATURE PAGE AND THE AFFIDAVIT AT THE BOTTOM OF THE LAST PAGE OF THE PETITION.

CRS, Title 31, Article. 11 applies to circulation of petitions for municipal initiatives, referenda, and referred measures. To be safe, petition circulators should read, and comply with that article. The following suggestions are made based on past experience with petitions and should not be considered a comprehensive list of items of which to be aware. Other issues that can not be known ahead of time and which may result in a protest being filed, may arise as the result of the petitioning process. *The various petition processes are somewhat complicated and may involve unresolved questions of law and interpretation concerning constitutional provisions, statutes, City Charter and ordinances. City staff cannot undertake to serve as legal advisors or representatives for any particular citizens. We encourage anyone embarking on this process to carefully review the pertinent legal provisions and to consult their own legal counsel.*

- Once petition sections are stapled together for collection of signatures, the petitions should not be dismantled for any reason as that may invalidate all signatures on that petition section.
- You must be eighteen years of age to circulate the petition, and only electors registered to vote in the City of Longmont can sign the petition. It is not unusual to find that one-third of the signatures are **void** because the person signing the petition is not qualified to sign the petition or the City Clerk can not read the name.
- **Please** pay close attention to the information regarding signatures. Each petition signer **MUST** sign in your presence, using his or her legal name, as it is shown on the records of the County Clerk. Each petition signer must use his or her home address, **NOT** a mailing address or post office box address. If a signer has moved, and not updated his address, the signer must update his or her record and then sign the petition using the signer's current address. Signers may **NOT** use ditto marks. Instruct each signer to print and write as legibly as possible.
- When the petition section is completed, go to a Notary Public and sign your affidavit in the presence of the Notary (take a picture I.D. with you). If you are a circulator, **DO NOT SIGN YOUR OWN PETITION**, as you cannot attest to having watched yourself sign the petition -- sign another circulator's petition. If you are a Notary and want to sign the petition, **DO NOT NOTARIZE THE PETITION YOU SIGN**. If the circulator affidavit is not properly completed and notarized, **ALL SIGNATURES ON THAT PETITION SECTION will be VOID**.
- The petition lists two (2) persons who shall represent the proponents in all matters affecting the petition. All notices and information concerning the petition shall be mailed those representatives. To avoid any conflict of interest, **NEITHER OF THOSE REPRESENTATIVES SHOULD NOTARIZE CIRCULATOR AFFIDAVITS**.

¹ Longmont City staff prepared these suggestions for citizen information and reference. We hope this information is helpful for that purpose. When prepared, it was a concise *summary* and *paraphrase* of pertinent parts of current Colorado Statutes. As a summary, it may omit details that could be important to particular cases or questions. Also, the law may change after we print this document. Therefore, use this document as a general reference only. The initiative and referendum process is somewhat complicated and may involve unresolved questions of law and statutory interpretation. City staff cannot undertake to serve as legal advisors or representatives for any particular citizens. We encourage anyone embarking on this process to carefully review the pertinent state statutes and to involve competent legal counsel.