

**From the Office of the City Clerk**



**INFORMATION & GUIDELINES  
for the  
GENERAL MUNICIPAL ELECTION  
  
FOUNTAIN, COLORADO**

**November 4, 2025**



To Potential Candidates:

This information has been prepared for your use as a general guide and is intended to serve as a summary of basic requirements associated with candidacy for office. Do not depend on it to reflect all the laws which govern our municipal elections or for legal advice.

Municipal elections are administered through a coordinated effort with the El Paso County Clerk and Recorder, pursuant to the election laws of the State of Colorado. The election will be conducted as a mail ballot election in accordance with Colorado law. Ballots will be mailed directly to each qualified elector.

Though the City participates in a coordinated election, the City Clerk acts as the Election Official for elections within the City limits of Fountain. Please file **all** required documents with the City Clerk at City Hall located at 116 S. Main Street.

I am here to assist you in any way to help you successfully complete all the necessary requirements during your candidacy. If you have questions, please don't hesitate to contact me at 719.322.2024.

Sincerely,

A handwritten signature in blue ink, which appears to read "Joney Carneal". The signature is fluid and cursive, written over a light blue horizontal line.

Joney Carneal  
City Clerk

## **CITY ELECTIONS ARE AT LARGE**

For the City of Fountain General Municipal Election, all City voters use the same ballot and may vote for one candidate for each position to be filled.

## **QUALIFICATIONS OF AN ELECTOR**

A person is qualified to vote at a municipal election if she/he has attained the age of 18 years, is a citizen of the United States of America, has resided in the City of Fountain for 22 days or more immediately preceding the election at which she/he plans to vote, and if she/he is a registered elector.

## **QUALIFICATIONS FOR OFFICE**

A candidate must be a resident and registered elector of the City of Fountain for one year immediately preceding the date of the election.

## **DECLARATION OF CANDIDACY**

An Affidavit of Candidacy must be filed with the City Clerk's office when your intent to run for office is publicly announced AND THEREAFTER receive a contribution or make an expenditure in support of your candidacy. An Affidavit of Candidacy must be filed no later than August 25, 2025. If filing after August 25, 2025, the Candidate will be a write-in candidate.

## **FAIR CAMPAIGN PRACTICES ACT**

Persons participating in the General Municipal Election face filing and reporting requirements on candidacy, political committee formation and reporting of campaign contributions and expenditures. Copies of the law, forms and procedures for compliance with the Colorado Fair Campaign Practices Act are available from the City Clerk. A committee should be formed and registered if it is your intent to accept contributions toward your campaign. Expenditures only by the candidate of the candidate's own finances do not require a committee to be registered.

## OFFICES TO BE FILLED BY ELECTION

At the City of Fountain General Municipal Election on November 4, 2025, the office of Mayor and three of the seven Council seats will be up for election.

**MAYOR VACANCY-** The office of Mayor is for a four-year term. There is no Ward residency requirement, but the general Qualifications for Office still apply.

Each of the Council seats is for a four-year term.

- |        |   |   |
|--------|---|---|
| 1 seat | - | <b>WARD 1 VACANCY</b><br>(Candidate must live within the boundaries of Ward 1)                            |
| 1 seat | - | <b>WARD 3 VACANCY</b><br>(Candidate must live within the boundaries of Ward 3)                            |
| 1 seat | - | <b>AT LARGE VACANCY</b><br>(Candidate must live in the City, but there is no Ward residency requirement). |

In determining ward residency requirement, the City election ward map will determine if a potential candidate meets ward residency requirements. The ward map is available in the City Clerk office and is included in this booklet.

Candidates should confirm residency eligibility with the City Clerk prior to announcing their candidacy.





## **NOMINATION PETITIONS**

The City Clerk shall supply nomination petitions. They may be obtained at the City Clerk's office commencing on **August 5, 2025**, and must be filed with the City Clerk no later than 5:00 p.m. on **August 25, 2025**.

A candidate's petition must be signed by at least 25 registered voters. See Qualifications of Electors. No registered elector shall nominate by petition more than one candidate for each office to be filled. If the seat petitioned for has a candidate's residency requirement, **all** signatures on the petition shall be from registered electors of that specific ward of the City. Refer to the ward map incorporated on the prior pages to ensure the signature is within the appropriate ward boundaries. Candidates and circulators are encouraged to obtain more than 25 signatures to ensure adequate signatures.

A candidate's statement of acceptance and petition circulator's certification are a part of each petition and must be properly executed before the City Clerk will accept the petition. The petition circulator's certification must be notarized. This can be done in front of any authorized notary, or you may bring your petition and circulator into the Clerk's office for execution of the notarized statements. There should be only one circulator per petition.

The City Clerk will verify all signatures upon each candidate's petition. Such verification shall be conducted by comparing the data contained in the County Clerk's database for each registered elector with the information contained on the petition. Such comparison includes name, address of record, and signature verification. Should enough names be disqualified on the petition as to reduce the signatures to a number less than the 25 required, the candidate will be given until end of business on August 29, 2025, to amend, correct, or replace signatures that are not in conformity with requirements.

**DEADLINE TO FILE NOMINATION PETITIONS IS  
5:00 P.M. ON MONDAY, AUGUST 25, 2025.**

## **MUNICIPAL ELECTIONS ARE NON-PARTISAN**

Nomination petitions made by caucus, convention, or committee are not acceptable.

### **WRITE-IN CANDIDATES**

No write-in votes for any municipal office is counted unless an affidavit of intent has been duly filed with the City Clerk by the person whose name is written in, indicating that such person desires the office and is qualified to assume the duties of that office if elected. Deadline for filing such affidavit is August 29, 2025.



**I am able to assist you in any way possible as you run for office. Don't hesitate to contact me with any questions or concerns you may have. Remember, if in doubt, ask.**

**Joney Carneal  
Fountain City Clerk  
719.276.5242**

[JCarneal@fountaincolorado.org](mailto:JCarneal@fountaincolorado.org)

**116 S. MAIN STREET  
Fountain, CO 80817**