

# State of Colorado



**Jared Polis**  
*Governor*

**Nora Kelly**  
*Board Chair*

**Rick Dindinger**  
*Board Director*

**State Personnel Board**  
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Denver, Colorado 80203  
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## **Instructions for Board Member Candidates**

**Minimum requirements.** To serve on the Colorado State Personnel Board, a person must be a qualified elector of the State of Colorado. In addition, to serve on the Board a person may not be an officer or employee of the State of Colorado or of any state employee organization.

**Collecting certified state employee signatures to get on the ballot.** To be placed on the ballot for the State Personnel Board vacancy, a candidate must provide signatures of a minimum of 100 *certified* state employees. Pursuant to Board Rule 1-32.1, a “certified” state employee is a state employee “who has successfully completed a probationary or a trial service period.”

There are two ways for collecting signatures:

**Nominating Petition Form.** Candidates may gather signatures using the Nominating Petition Form. Each line of the Nominating Petition Form must include all of the information, including the employee’s signature.

**Employee Nomination Form.** Employees may complete and sign an Employee Nomination Form, save it electronically (preferably as a PDF), and send it via email to a candidate. The Employee Nomination Form must include all of the requested information, including the employee’s signature.

Candidates may collect the 100 signatures using the Nominating Petition Forms, the Employee Nomination Forms, or a combination of both.

**Deadline.** Return the Nominating Petition Forms and/or the Employee Nomination Forms to the Board office on or before **April 30, 2021**.

**Board’s address.** Return the Nomination Petition Forms and/or the Employee Nomination Forms to: State Personnel Board, 1525 Sherman Street, 4<sup>th</sup> Floor, Denver, Colorado 80203.

Certification as a candidate. Board staff will verify that the persons who signed the Nominating Petition Forms and/or the Employee Nomination Forms are certified state employees. If a candidate has at least 100 verified signatures, Board staff will certify the person as a candidate in the upcoming election and place the person on the ballot.

Candidate Information Form Deadline. Please complete the Candidate Information Form, have it notarized, and return it to the Board office on or before **April 30, 2021**.

Biographical Summary. Please complete a 350-word Biographical Summary and include it with the Candidate Information Form. Please provide a printed copy of the Biographical Summary. In addition, please email an electronic copy of the biographical summary to Rick.Dindinger@state.co.us.

The Board will post information about the candidates. Board staff will post information from the Candidate Information Form and the Biographical Summary on the Board's website at [www.spb.colorado.gov/board-member-elections](http://www.spb.colorado.gov/board-member-elections). The information will be available on the Board's website during the election period.

Questions. Please do not hesitate to contact Rick Dindinger at 303-866-5776 or email him at Rick.Dindinger@state.co.us.

Thank you. Thank you for your interest in serving on the Colorado State Personnel Board. Collecting signatures and running for office is a valuable public service in and of itself.