

State of Colorado

Jared Polis
Governor

David Ruchman
Board Chair

Rick Dindinger
Board Director



State Personnel Board
1525 Sherman Street, 4th Floor
Denver, Colorado 80203
Phone (303) 866-3300
Fax (303) 866-5038

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, Board Members may not be an officer or employee of the State of Colorado or of any state employee organization.

Collecting nominations. To be placed on the ballot for the State Personnel Board vacancy, a candidate must provide nominating signatures of a minimum of **five (5) certified state employees**. Pursuant to Board Rule 1-32.1, a “certified” state employee is a state employee “who has successfully completed a probationary period or a trial service period.”

Candidates should collect signatures using the **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 the candidate. The Employee Nomination Form must include all requested information, including the employee’s signature. The Employee Nomination Form is available on the Board's website at <http://spb.colorado.gov> under “*Board Member Elections*” (under “The Board” page).

Deadline. Candidates must return the completed forms to the Board office by **5:00 pm on November 7, 2025**. Board staff will then review the forms. Only nominations by certified state employees will count. Unverifiable signatures will not count.

If a state employees helps collect signatures, they should not collect signatures during work time. During work time, state employees may not engage in campaign related activities like collection of signatures, advocacy, message development, or fundraising. Campaign activities should be conducted after hours and away from state offices. However, the Board does not object to employees taking a brief period to complete their own Employee Nomination Form.

Board’s address. Return the completed forms to the State Personnel Board, 1525 Sherman Street, 4th Floor, Denver, Colorado 80203.

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

Candidate Information Form. Please complete the Candidate Information Form, have it notarized, and return it to the Board office on or before **November 7, 2025**.

Biographical Summary. Please complete a 350-word Biographical Summary and include it with the Candidate Information Form. Please provide printed and electronic copies of the Biographical Summary to the Board office on or before **November 7, 2025**.

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. The information will be available on the Board's website during the voting period.

Questions. Please do not hesitate to contact the Board Director at 303-866-5776 or email at dpa_state.personnelboard@state.co.us.

Thank you. Thank you for your interest in serving on the Colorado State Personnel Board.