

State of Colorado



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State Personnel Board
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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 nominating signatures of a minimum of 50 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.”

There are two ways for collecting signatures:

Nominating Petition Form. **Use for collecting signatures from multiple certified employees.** Each line of the Nominating Petition Form must include all requested information, including the employee’s signature.

Employee Nomination Form. **Use for collecting signatures from individual certified employees.** Employees may complete and sign an Employee Nomination Form, save it electronically (preferably as a PDF), and send it via email to a candidate or a person working for a candidate. The Employee Nomination Form must include all requested information, including the employee’s signature.

Candidates may collect the 50 signatures using the multi-employee Nominating Petition Form, the individual Employee Nomination Form, or a combination of both. The forms may be obtained on the Board's website at <http://spb.colorado.gov> under “Board Member Elections” (under “The Board” page).

Deadline. Return the completed forms to the Board office by **5:00 pm on April 25, 2025.**

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 state employees taking a brief period to complete and transmit their own Employee Nomination Form to a candidate or a person working for a candidate.

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 Nominating Petition Forms and/or the Employee Nomination Forms are certified state employees. If a candidate has at least 50 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 **April 25, 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 **April 25, 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 election 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. Collecting signatures and running for office is a valuable public service.