



## **CITY OF LAS VEGAS**

### **MAYOR (Four year term) CANDIDATE PACKET**

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## 2020 Regular Municipal Election Calendar

10-16-19	Adoption of Resolution calling for Municipal Election
01-7-20	Candidate Filing Day (9:00 – 5:00)
01-8-20	Candidate Certification by City Clerk (9:00 a.m.)
01-15-20	Candidates draw for position on the ballot (5:01 p.m.)
01-14-20	Withdrawal of Candidacy
01-14-20	Write-In Candidate Filing Day (9:00 – 5:00)
01-15-20	Write-In Candidate Certification by City Clerk
01-21-20	Withdrawal of Write-in Candidacy
02-04-20	Absentee voting begins
02-04-20	Registration books closed by County Clerk
02-04-20	Early voting on voting machine begins
01-28-20	Deadline for candidate to file a petition with the Secretary of State for watchers and observers during Early Voting
02-25-20	Deadline for candidate to file a petition with the Secretary of State for watchers and observers during Election Day
02-28-20	Last day to mail absentee ballots from Clerk's Office After 5:00 p.m., destruction of all unused absentee ballots.
02-29-20	Last day for early voting (10:00 – 6:00) City Hall
<b>03-03-20</b>	<b>Election Day</b>
03-9-20	Canvass of election results County Commission (Time TBA)
04-01-20	Candidate must take Oath of Office (by 7:00 PM)

An Organizational meeting of the governing body will take place between April 1, 2020 and April 16, 2020, should a Run-Off Election occur, the Organizational meeting will be held after.

## Declaration of Candidacy Information

If you are interested in becoming a candidate for Mayor for the City of Las Vegas – Election Day is March 3, 2020. As a potential candidate, there are things you need to know concerning the election process, your rights and responsibilities, and the rights and responsibilities of the City Clerk.

### When do I file for office?

**January 7, 2020, between the hours of 9:00 AM and 5:00 PM** is the only time the city clerk can accept a declaration of candidacy for a candidate.

The official Election Clock is located in the City Clerk's office. All deadlines will be determined using this clock.

All candidates must file the following documents:

1. A Declaration of Candidacy form (page 9); **AND**
2. A Certified copy of the candidate's current affidavit of voter registration on file with the San Miguel County Clerk or the Secretary of State which has been certified on a date not earlier than the adoption of the election resolution, (October 16, 2019).

The Declaration of Candidacy form is provided with this information packet and must be used for filing. Only this form will be accepted. Please read through the form and understand the requirements of the information you need to provide. Your signature is required to be notarized. There will be a notary available for your signature in the City Clerk's Office, if you need one.

The Affidavit of voter registration must show the address as a street address, not a post office box. The address on the affidavit and the declaration must match. Certifications of voter registration may be obtained from the San Miguel County Clerk or the Secretary of State. You may call the **San Miguel County Office** at **(505) 425-9331** to request your affidavit.

If you are unable to personally appear on January 7, 2020, an Affidavit Authorizing Filing of Declaration of Candidacy is also available (page 9). This provides an authorized representative to file your Declaration of Candidacy. This form is required to be notarized. You, as the candidate, must sign your Declaration of Candidacy, the representative may not.

When the Declaration of Candidacy is filed in the office of the City Clerk, it becomes a public record.

### How does the City Clerk certify my candidacy?

From the information provided on the Declaration of Candidacy form, the City Clerk determines if the individual is a qualified elector, if the individual resides in the district of the municipality, and is registered to vote.

On January 8, 2020 by 9:00 AM, the City Clerk shall post a list of the certified candidates, along with a list of those who have not been certified and the reasons for non-certification. The candidate or authorized representative shall personally appear at the City Clerk's Office to learn whether the declaration has been certified as valid.

**At 5:01 PM, January 9, 2020**, the City Clerk will conduct a drawing by lot for position on the Ballot, in the presence of the certified candidates or their representatives. Either you or your representative should be present to draw for your position. If no one is present to draw for your ballot position, a member of the City Clerk's staff will draw for the position. Candidates will draw for their position in order based on when you filed your declaration of candidacy (first filed, draws first).

## **What other information do I need?**

Included in this information packet is a complete election calendar of events. If you have any questions on any of the events or any citywide question, call the **City Clerk's Office** at **454-1401 ext. 1402** for Casandra or **ext. 1403** for Danielle and we will try to find the answer.

You may also email your requests for information to: Casandra Fresquez ([cfresquez@lasvegasnm.gov](mailto:cfresquez@lasvegasnm.gov)) or Danielle Sena ([danielles@lasvegasnm.gov](mailto:danielles@lasvegasnm.gov)).

For information about any of the city departments, budget, etc. please contact the City Clerk's office, 454-1401. The City also has a website [www.lasvegasnm.gov](http://www.lasvegasnm.gov) that may answer some of your questions. Additional information about municipal government and elected officials can be found at the New Mexico Municipal League website [www.nmml.org](http://www.nmml.org)

## **Is this a paid position?**

The yearly compensation for the Mayor is ten thousand five dollars (\$10,005.00).

## **Can I still run for office if I don't file on January 7<sup>th</sup>?**

If you decide to run for office after the January 7<sup>th</sup> filing day, you may still choose to run as a write-in candidate.

**January 14, 2020, between the hours of 9:00 AM and 5:00 PM** is the only time the city clerk can accept a declaration of candidacy for a write-in candidate.

All candidates must file the following documents:

1. A Declaration of Candidacy form; **AND**
2. A Certified copy of the candidate's current affidavit of voter registration on file with the San Miguel County Clerk or the Secretary of State which has been certified on a date not earlier than adoption of the election resolution, (October 16, 2019).

The Write-in Declaration of Candidacy form is provided with this information packet and must be used for filing (page 12). Only this form will be accepted. Please read through the form and understand the requirements of the information you need to provide. Your signature is required

to be notarized. There will be a notary available for your signature in the City Clerk's Office, if you need one.

The Affidavit of voter registration must show the address as a street address, not a post office box. The address on the affidavit and the declaration must match. Certifications of voter registration may be obtained from the San Miguel County Clerk or the Secretary of State. You may call the **San Miguel County Office** at **(505) 425-9331** to request your affidavit.

If you are unable to personally appear on January 14, 2020, an Affidavit Authorizing Filing of the Declaration of Candidacy is also available (page 10). This provides an authorized representative to file your Declaration of Candidacy. This form is required to be notarized. You, as the candidate, must sign your Declaration of Candidacy, the representative may not.

When the Declaration of Candidacy is filed in the office of the City Clerk, it becomes a public record.

## **What happens if I change my mind about running for office?**

For candidates that file on January 7, 2020– the deadline to withdraw the candidacy is **January 14, 2020**. This will remove the candidate's name from the ballot. If you, the candidate withdraws after this date, your name will still appear on the ballot. The form to withdraw the candidacy is on page 11.

For write-in candidates that file on January 14, 2020 – the deadline to withdraw the candidacy is **January 21, 2020**. The line for write-in will still be on the ballot, but any votes for the write-in will not be counted. The form to withdraw from write-in candidacy is on page 14.

## **Certified Candidate Information**

1. After the election resolution has been adopted by the City of Las Vegas Council, it will have been published on December 15, 2019. This will notify the public that an election will be occurring and what will be on the ballot.
2. The City Clerk will order ballots on January 21, 2020 to provide the correct spelling and position on the ballot of each candidate. The candidate's name will appear on the ballot exactly as shown on the voter's registration.
3. January 14, 2020 is the deadline for any candidate to withdraw his/her candidacy by filing an affidavit with the City Clerk. If a candidate withdraws **AFTER** this date, his/her name will still appear on the ballot.
4. Applications for absentee ballots can be made anytime. Anyone can request the application from the City Clerk's Office. Once the application is received by the City Clerk, it must be verified and accepted before a ballot can be mailed out. The first day that absentee ballots can be mailed is February 4, 2020.
5. The San Miguel County Clerk will close the voter registration books for the Municipal election at 5:00 PM on February 4, 2020. If voter registration occurs after this date, the person will be given a provisional ballot. Contact the County

Clerk's Office (505-425-9331) regarding the process to obtain voter registration forms. There are several places in the city for individuals to register to vote.

6. January 21, 2020 is the deadline for a declared write-in candidate to file an affidavit that s/he is no longer a write-in candidate for the position.
7. Election school for all election workers will be held on February 26, 2020. The time and place will be announced. As a candidate you will be notified and are welcome to attend.
8. February 29, 2020 at 6:00 PM is the last day for early voting. February 28, 2020 is the last day to mail absentee ballots from the Clerk's Office because after 5:00 PM, all unused absentee ballots will be publicly destroyed.
9. January 28, 2020 (EV) or February 25, 2020 (ED) is the deadline for candidates to give written notice to the Secretary of State at least seven (7) days prior to serving during Early Voting or Election Day, if a candidate wishes to have a Watcher or Observer for each polling place.
10. **Election Day is March 3, 2020. Polling places are open between the hours of 7:00 AM and 7:00 PM.** The Presiding Judge and election workers at the polling place have control of the election process during this time. You, as a candidate, and the City Clerk may not interfere in any way with the election process.
11. No campaigning is allowed within **100 feet of the building** where the poll is located. There will be no campaign literature within **100 feet of the building**.
12. After the polls close, candidates or their authorized representatives may be present to observe the vote count at the polling place. All election results will be returned to City Hall after the precinct board has completed their procedures. The election returns will be given to the City Clerk, who will provide **UNOFFICIAL** results from the polling place.
13. **March 9, 2020** County Commission will serve on the Canvassing Board. The time will be announced. This is the **OFFICIAL** result of the election.
14. Any information you may need as a candidate should be requested through the City Clerk's office.

## Watchers and Observers

If a candidate wishes to have a Watcher or Observer for each polling place, you must give written notice to the Secretary of State at least seven (7) days prior to serving during early voting (January 28, 2020 or Election Day (February 25, 2020) and specify the names of the qualified appointees. Appointment of Watchers agreed upon by any three candidates for elective office, one Watcher per polling place. Watchers shall be voters of a precinct located in the county in which they are appointed.

Watchers and Observers shall:

1. Have the right to be present at the polling place.
2. Be permitted to observe that the election is being conducted in accordance with the Election Code.
3. View the precinct voter list to ascertain whether a voter has voted, subject to the same prohibitions and restrictions as are placed upon challengers by the Election Code.
4. View any voter machine being used in the precinct in the same manner that challengers may examine the voting machines.
5. Make written memoranda of any action or omission by any member of the election board.

Watchers and Observers shall **not**:

1. Perform any duty of a election board member
2. Handle the ballots, signature rosters, absentee voter lists or voting machines
3. Take any part in the tallying or counting of ballots
4. Interfere with the orderly conduct of elections.

Watchers and Observers **cannot** be:

1. Sheriff/Deputy Sheriff
2. Marshal/Deputy Marshal
3. Municipal/State Police Officer
4. Candidate or Family (Spouse, Parent, Child, Brother or Sister)

## **Absentee and Early Voting**

### **Absentee Ballot Application**

To vote absentee, anyone may request an application for an absentee ballot, by contacting the City Clerk's office – **454-1401**. The City Clerk cannot by law automatically send applications to the elderly or disabled.

When a completed application is received in the office of the City Clerk, the voter will be verified on the Voter Register List as a qualified elector of the City. If the application is accepted, the City Clerk will issue an absentee ballot. If the application is rejected, the applicant is notified and the reason for rejection is included.

### **Absentee Ballots**

From **February 4, 2020 through February 28, 2020** – absentee ballots may be mailed to a voter. Voters may also come into City Hall and vote an absentee ballot in person. Voters shall either deliver or mail the absentee ballot to the City Clerk.

The City Clerk shall accept an official ballot in an official outer envelope, delivered in person by the voter, a caregiver to the voter, or a member of the voter's immediate family. ("Immediate family member" means spouse, children, parents, brothers and sisters).

### **Early Voting**



From **February 4, 2020 through February 29, 2020** – early voting ballots may be cast using a voting tabulator machine Image Cast Evolution (ICE) in the City Clerk’s office.

**NOTE:** During the period for absentee and early voting, the area of City Hall where voting takes place, is considered a polling place. There will be no campaigning or campaign literature allowed in this area.

## **Sample Ballots**

Sample ballots will be available in the City Clerk’s office on or about January 31, 2020. Sample ballots will be made available in reasonable quantities to all interested persons for distribution to the voters.

## **Election Results**

The City Council Chambers will serve as Election Central on Election Day. All results will be posted as they are brought in from the polling places. Please remember that these results are considered “unofficial” until they are canvassed on March 9, 2020.

## **Forms and Requirements**

Included in this information package are various forms you will need to file during the election process. If you need additional forms, please contact the City Clerk’s office.

**City of Las Vegas  
DECLARATION OF CANDIDACY**

State of New Mexico    )  
  ) ss  
County of San Miguel    )

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for my affidavit that:

I, hereby declare that I am a candidate for the office of **Mayor** for a **four-year term** to be elected at the regular municipal election to be held on March 3, 2020.

I affirm that I currently reside at \_\_\_\_\_, Las Vegas, New Mexico.  
(Address)

I affirm that my name and resident address as stated in this Declaration of Candidacy are identical to my name and resident address as stated in my affidavit of registration on file with the county clerk of San Miguel County, New Mexico.

I affirm that I am eligible and legally qualified to hold the office for which I have declared my candidacy.

I affirm that I have not been convicted of a felony.  
  -OR-

I affirm that I have been convicted of a felony and that my election franchise has been restored, and, I have been granted a pardon or a certificate by the Governor restoring my full rights of citizenship.

I affirm that I, or my authorized representative, shall contact the office of the municipal clerk during normal business hours on **January 8, 2020** to ascertain whether the municipal clerk has certified my declaration of candidacy as valid.

I affirm that I, or my authorized representative, can be reached at the following for purposes receiving notice:

\_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_.

I affirm that this declaration of candidacy is an affidavit under oath and that any false statement knowingly made herein constitutes a fourth degree felony under the laws of the New Mexico.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_  
Notary Public

Received in the office of the City Clerk at \_\_\_\_\_ (A.M./P.M.) on the 7<sup>th</sup> day of January 2020.  
  
\_\_\_\_\_  
City Clerk

**Note: This form, Declaration of Candidacy must be filed along with a certified copy of voter registration certificate. Filing date is January 7, 2020 between the hours of 9:00 am and 5:00 pm.**

**AFFIDAVIT AUTHORIZING FILING OF  
DECLARATION OF CANDIDACY**

State of New Mexico    )  
  ) ss  
County of San Miguel    )

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for my affidavit, that I hereby appoint and authorize \_\_\_\_\_ who resides at \_\_\_\_\_ Las Vegas, New Mexico to file my Declaration of candidacy for me with the office of the Municipal Clerk of the City of Las Vegas, New Mexico.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**AFFIDAVIT OF WITHDRAWAL OF CANDIDACY**

State of New Mexico    )  
  ) ss  
County of San Miguel    )

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for my affidavit that:

I, \_\_\_\_\_, hereby withdraw as a candidate for the office  
(Name of Candidate)

of **Mayor** for a **four year** term in the election scheduled for March 3, 2020 and that I hereby revoke my Declaration of Candidacy filed with the Municipal Clerk on January 7, 2020.

Signed: \_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary

My Commission Expires:

\_\_\_\_\_

Received in the office of the City Clerk at \_\_\_\_\_ (A.M./P.M.) on the \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
City Clerk

**DECLARATION OF WRITE-IN CANDIDACY**

State of New Mexico )  
 ) ss  
County of San Miguel )

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for my affidavit that:

I, \_\_\_\_\_ hereby declare that I am a candidate for the office of **Mayor** for a **four-year term** to be elected at the regular municipal election to be held on March 3, 2020.

I affirm that I currently reside at \_\_\_\_\_, Las Vegas, New Mexico.  
(Address)

I affirm that my name and resident address as stated in this Declaration of Write-In Candidacy are identical to my name and resident address as stated in my affidavit of registration on file with the county clerk of San Miguel County, New Mexico.

I affirm that I am eligible and legally qualified to hold the office for which I have declared my write-in candidacy.

I affirm that I have not been convicted of a felony.

-OR-

I affirm that I have been convicted of a felony and that my election franchise has been restored, and, I have been granted a pardon or a certificate by the Governor restoring my full rights of citizenship.

I affirm that I, or my authorized representative, shall personally appear at the office of the municipal clerk during normal business hours on **January 15, 2020** to ascertain whether the municipal clerk has certified my declaration of write-in candidacy as valid.

I affirm that I, or my authorized representative, can be reached at the following for purposes receiving notice:

\_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_.

I affirm that this declaration of write-in candidacy is an affidavit under oath and that any false statement knowingly made herein constitutes a fourth degree felony under the laws of the New Mexico.

\_\_\_\_\_  
Signature of Write-In Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_  
Notary Public

Received in the office of the City Clerk at \_\_\_\_\_ (A.M./P.M.) on the 14<sup>th</sup> day of January 2020.

\_\_\_\_\_  
City Clerk

**Note: This form, Declaration of Write-In Candidacy must be filed along with a certified copy of voter registration certificate. Filing date is January 14, 2020, between the hours of 9:00 am and 5:00 pm.**

**AFFIDAVIT AUTHORIZING FILING OF  
DECLARATION OF WRITE-IN CANDIDACY**

State of New Mexico    )  
  ) ss  
County of San Miguel    )

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for my affidavit, that I hereby appoint and authorize \_\_\_\_\_ who resides at \_\_\_\_\_ Las Vegas, New Mexico to file my Declaration of write-in candidacy for me with the office of the Municipal Clerk of the City of San Miguel, New Mexico.

\_\_\_\_\_  
Signature of Write-In Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**AFFIDAVIT OF WITHDRAWAL OF WRITE-IN CANDIDACY**

State of New Mexico    )  
  ) ss  
County of San Miguel    )

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for my affidavit that:

I, \_\_\_\_\_, hereby withdraw as a write-in candidate for the office  
(Name of Write-In Candidate)

of **Mayor** for a **four year term** in the election scheduled for March 3, 2020 and that I hereby revoke my Declaration of Write-In Candidacy filed with the Municipal Clerk on January 14, 2020.

Signed: \_\_\_\_\_  
Signature of Write-In Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

Received in the office of the City Clerk at \_\_\_\_\_(A.M./P.M.) on the \_\_\_\_ day of \_\_\_\_\_ 2020.  
\_\_\_\_\_  
City Clerk