

Village of Los Ranchos de Albuquerque



CANDIDATE PACKET

Mayor

Office of the Village Clerk
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2016 Regular Municipal Election Calendar

11/10/2015	Adoption of Resolution calling for Municipal Election
01/05/2016	Candidate filing day (8:00 a.m. to 5:00 p.m.)
01/07/2016	Candidate Certification by Village Clerk (9:00 a.m.)
01/07/2016	Candidates draw for position on the ballot (5:01 p.m.)
01/12/2016	Withdrawal of Candidacy
01/12/2016	Write-In Candidates
01/14/2016	Write-In Candidate Certification by Village Clerk
01/26/2016	Withdrawal of Write-in Candidacy
01/26/2016	Absentee voting begins
2/02/2016	Registration books closed by Bernalillo County Clerk
02/10/2016	Early voting (in person) begins
02/26/2016	Last day for early voting. Last day to mail absentee ballots from Clerk's Office. After 5:00 p.m., destruction of all unused absentee ballots.
02/26/2016	Deadline for candidate to file a petition for challengers, or watchers

03-01-2016 Election Day

03/04/2016	Canvass of election results Village Hall (Time TBA)
03/07/2016	Candidate must take Oath of Office (by 7:00 PM)
03/10/2016	Deadline to request recount/recheck

An organizational meeting of the governing body will take place between March 7, 2016 and March 22, 2016.

Declaration of Candidacy Information

If you are interested in becoming a candidate for Mayor of the Village of Los Ranchos – **Election Day is March 1, 2016**. This packet will contain information regarding the election process, your rights, responsibilities, and the role of the Village Clerk.

When do I file for office?

January 5, 2016, between the hours of 8:00 AM and 5:00 PM is the only time the Village Clerk can accept a declaration of candidacy for a candidate.

The official Election Clock is located in Village Hall, all deadlines will be determined using this clock.

All candidates must file the following documents:

1. A Declaration of Candidacy form (page 10); **AND**
2. A Certified copy of the candidate's current affidavit of voter registration on file with the Bernalillo County Clerk, which has been, certified on a date postliminary the adoption of the election resolution, (November 10, 2015).

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 Village 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 Bernalillo County Clerk. You may contact the Bernalillo County Clerk's Office at **(505) 243-8683** to request your affidavit.

If you are unable to personally appear on January 5, 2016, an Affidavit Authorizing Filing of 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 Village Clerk, it becomes a public record.

How does the Village Clerk certify my candidacy?

From the information provided on the Declaration of Candidacy form, the Village 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 7, 2016 by 9:00 AM, the Village 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 Village Clerk's Office to learn whether the declaration has been certified as valid.

At 5:01 PM, January 7, 2016, the Village 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 Village 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 please call the **Village Clerk's Office** at **(505) 344-6582**.

You may also email your requests for information to: sdominguez@losranchosnm.gov.

There will also be information pertaining to the municipal election on the Village website at www.losranchosnm.gov. Additional information about municipal government and elected officials can be found at the New Mexico Municipal League website www.nmml.org

Is this a paid position?

The compensation for Mayor is one thousand dollars (\$1,000.00) per month, subject to all withholdings required by law in accordance with the Village of Los Ranchos Codified Ordinances Chapter 2, Section 1, Article 5, § 2.1.5.

Can I still run for office if I don't file on January 5, 2016?

If you decide to run for office after the January 5, 2016 filing day, you may still choose to run as a write-in candidate.

January 12, 2016, between the hours of 8:00 AM and 5:00 PM is the only time the Village 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 Bernalillo County Clerk postliminary the adoption of the election resolution, (November 10, 2015).

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 Village Clerk's Office, if you need one.

The Affidavit of voter registration must show the address as a street address, and not a post office box. The address on the affidavit and the declaration **must match**. Certifications of voter registration may be obtained from the Bernalillo County Clerk. You may call the Bernalillo County Clerk's Office at **(505) 243-8683** to request your affidavit.

If you are unable to personally appear on January 12, 2016, an Affidavit Authorizing Filing of 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 Village Clerk, it becomes a public record.

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

For candidates that file on January 5, 2016 – the deadline to withdraw the candidacy is **January 12, 2016**. 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 12, 2016 – the deadline to withdraw the candidacy is **January 26, 2016**. 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 the candidacy is on page 14.

Certified Candidate Information

1. After the election resolution has been approved by the Village of Los Ranchos Board of Trustees, the resolution will be published no later than November 25, 2015. The purpose of the publication is to notify the public of the date and purpose of the municipal election.
2. The Village Clerk will order ballots no later than January 8, 2016. The candidate's name will appear on the ballot exactly as shown on the voter's registration.
3. January 12, 2016 is the deadline for any candidate to withdraw his/her candidacy by filing an affidavit with the Village Clerk. If a candidate withdraws **AFTER** this date, his/her name will still appear on the ballot.
4. The Village of Los Ranchos Board of Trustees will appoint the precinct board members at the regularly scheduled meeting on January 13, 2016. The list of poll workers will be posted. **No relatives of any candidate may serve on a precinct board.**
5. Applications for absentee ballots can be made anytime. Anyone can request the application from the Village Clerk's Office. Once the application is received by the Village Clerk, it must be verified and accepted before a ballot can be mailed out. The first day that absentee ballots can be mailed is January 26, 2016.
6. The Bernalillo County Clerk will close the voter registration books for the Municipal Election at 5:00 PM on February 2, 2016. If voter registration occurs after this date, the person will not be eligible to vote in the municipal election. Contact the County Clerk's Office (505-243-8683) regarding the process to obtain voter registration forms. There are several places for individuals to register to vote.
7. January 26, 2016 is the deadline for a declared write-in candidate to file an affidavit that she/he is no longer a write-in candidate for the position.

8. Election school for all precinct workers will be prior to election day. The time and place will be announced. As a candidate you will be notified and are welcome to attend.
9. February 26, 2016 at 5:00 PM is the last day for early voting. It is the last day to mail absentee ballots from the Clerk's Office; after 5:00 PM, all unused absentee ballots will be publicly destroyed.
10. February 26, 2016 is the deadline for candidates to file a petition for appointment of challengers, watchers and alternates for each polling place. These appointees are qualified by the Village Clerk.
11. **Election Day is March 1, 2016. Polling places are open between the hours of 7:00 AM and 7:00 PM.** The Presiding Judge and precinct workers at the polling place have control of the election process during this time. You, as a candidate, and the Village Clerk may not interfere in any way with the election process.
12. No campaigning is allowed within **100 feet of the building** of Warren J. Hall located at 6718 Rio Grande Blvd NW Los Ranchos NM 87107. There will be no campaign literature within **100 feet of the building**.
13. 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 Village Hall after the precinct board has completed their procedures. The election returns will be given to the Village Clerk, who will provide **UNOFFICIAL** results from the polling place.
14. **On March 4, 2016** the Canvassing Board shall convene to announce the **OFFICIAL** results of the election. The time will be announced.
15. Any information you may need as a candidate should be requested through the Village Clerk's office.

Challengers, Watchers and Observers

If a candidate wishes to have a challenger or watcher for the polling place, you must petition the Village Clerk, no later than the Friday before the Election (February 26, 2016). Upon petition filed with the Village Clerk by an unopposed candidate or by both candidates for a municipal office, if only two candidates are running for the office, or by a majority of the candidates for a municipal office, if more than two candidates are running for the office those candidates may appoint one person as a challenger and one alternate for the polling place and appoint one person as a watcher and one alternate for the polling place in the municipal election.

Challengers and Watchers, certified by the Village Clerk, shall function only at a polling place that serves the precinct within the challenger, watcher, or alternate resides.

Challengers and Watchers shall:

1. Have the right to be present at the polling place.
2. Examine voting machines as authorized by law.
3. Challenge voters pursuant to 3-8-43 NMSA, 1978.
4. Inspect signature rosters
5. Witness the counting and tallying of ballots

6. Make written memoranda of any action or omission by any member of the precinct board.

Challengers and Watchers shall **not**:

1. Perform any duty of a precinct 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.

The governing body may appoint one qualified elector to serve as an observer of the election. An observer shall have no powers other than to observe the conduct of the election and observe the counting and tallying and report to the governing body.

Absentee Voting

Absentee Ballot Application

To vote absentee, anyone may request an application for an absentee ballot, by contacting the Village Clerk's office – **(505) 344-6582**. The Village Clerk cannot by law automatically send applications to the elderly or disabled.

When a completed application is received in the office of the Village Clerk, the voter will be verified on the Voter Register List as a qualified elector of the Village. If the application is accepted, the Village 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 **January 26, 2016 through February 26, 2016** – absentee ballots may be mailed to a voter. Voters may also come to Village Hall and vote an absentee ballot in person. Voters shall either deliver or mail the absentee ballot to the Village Clerk.

The Village 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" is defined as a: spouse, children, parents, brothers and sisters).

Early Voting

From **February 10, 2016 through February 26, 2016** – absentee ballots may be cast using a voting tabulator machine (Dominion ICE) in the Village Clerk's office.

NOTE: During the period for absentee and early voting, the area of Village 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 Village Clerk's office on or about January 26, 2016. Sample ballots will be made available in reasonable quantities to all interested persons for distribution to the voters.

Election Results

Village Hall 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 4, 2016.

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 or have any questions, please do not hesitate to contact the Village Clerk’s office at (505) 344-6582.

Campaign Contributions

The New Mexico Campaign Practices Act is Section 1-19-1 thru 37. The act specifically exempts municipal elections from the reporting requirements, additionally, the Village of Los Ranchos does *not* have an ordinance requiring campaign contribution reporting.

Political Sign Requirements

The Village of Los Ranchos Codified Ordinances Chapter 9 Article 2, Section 22 sub-section K, provides sign usage definitions and constraints which is outlined below:

- (1)** Political campaign signs require a single sign permit from the Village; one (1) per candidate.
- (2)** Political campaign signs shall be allowed on private property under the following conditions:
 - (a)** All signage must observe the clear sight triangle for traffic safety.
 - (b)** No sign shall be installed more than thirty (30) days prior to Election Day (January 31, 2016).
 - (c)** All signs shall be removed within seven (7) days after Election Day
- (3)** The person or committee whose name appears on the sign shall be responsible for its removal. If the sign(s) is (are) not removed within seven (7) days of the election the candidate will be responsible for the cost associated with removal.
- (4)** Political campaign signs shall not exceed six (6) square feet per side.
- (5)** Political campaign signs shall be allowed on the public right-of-way only on Rio Grande Boulevard, El Pueblo Road, Ranchitos Road, Chavez Road, Osuna and Fourth Street, and shall at no time impair line of sight for vehicular traffic.

Sign Placement

If you have a proposed sign that you would like to have reviewed, if you would like to discuss format or location or if you have any other questions please do not hesitate to contact our office at (505) 344-6582.

CERTIFICATION

I, Stephanie Dominguez, Village Clerk of the Village of Los Ranchos, hereby certify that:

is hereby certified as a candidate for **Mayor**

This _____ day of _____, 2016.

Stephanie Dominguez, Municipal Clerk

AFFIDAVIT OF WITHDRAWAL OF CANDIDACY

COUNTY OF BERNALILLO)
)ss.
STATE OF NEW MEXICO)

I, _____, being first duly sworn upon my oath do hereby state for 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 1, 2016 and that I hereby revoke my Declaration of Candidacy filed with the Municipal Clerk on January 5, 2016.

Signed: _____
Signature of Candidate

Subscribed and sworn to before me this _____ day of _____, 2016.

Notary

My Commission Expires:

Received in the office of the Village Clerk at _____ (A.M./P.M.) on the ____ day of _____ 2016.

Village Clerk

DECLARATION OF WRITE-IN CANDIDACY

COUNTY OF BERNALILLO)
)ss.
STATE OF NEW MEXICO)

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

I, _____ hereby declare that I am a candidate for **Mayor**, for a **four-year term** to be elected at the regular municipal election to be held on March 1, 2016.

I affirm that I currently reside at _____, Los Ranchos de Albuquerque, 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 Bernalillo 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 12, 2016** 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 _____, 2016.

My Commission Expires: _____

Notary Public

<p>Received in the office of the Village Clerk at _____ (A.M./P.M.) on the 12th day of January 2016.</p> <p style="text-align: right; margin-top: 50px;">_____ Village Clerk</p>

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

COUNTY OF BERNALILLO)
)ss.
STATE OF NEW MEXICO)

I, _____, being first duly sworn upon my oath do hereby state for my affidavit,
that I hereby appoint and authorize

_____ who resides at

_____ Village of Los Ranchos de Albuquerque, New Mexico to file my
Declaration of write-in candidacy for me with the office of the Municipal Clerk of the Village of Los Ranchos, New
Mexico.

Signature of Write-In Candidate

Subscribed and sworn to before me this _____ day of _____, 2016.

Notary Public

My Commission Expires:

AFFIDAVIT OF WITHDRAWAL OF WRITE-IN CANDIDACY

COUNTY OF BERNALILLO)
)ss.
STATE OF NEW MEXICO)

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 1, 2016 and that I hereby revoke my Declaration of Write-In Candidacy filed with the Municipal Clerk on January 12, 2016.

Signed: _____
Signature of Write-In Candidate

Subscribed and sworn to before me this _____ day of _____, 2016.

Notary

My Commission Expires:

Received in the office of the Village Clerk at _____ (A.M./P.M.) on the ____ day of _____ 2016.

Village Clerk