



Municipal General Election coordinated with Weld County

Tuesday, November 4, 2025

Municipal Election Basics

City of Greeley

Office of the City Clerk

1100 10th Street

Greeley, CO 80631

Open Monday—Friday, 8a.m. to 5p.m.

greeleygov.com/government/cc/elections

cityclerk@greeleygov.com

Main Phone: 970-350-9740

Dear Greeley Electors,

Thank you for your interest in the election process for the City of Greeley.

As the City Clerk for the City of Greeley, I also serve as the City's Designated Election Official (DEO) and am happy to be your resource for election questions.

We will have five (5) vacancies on City Council this year and thus a Candidate election. Those vacancies are Mayor (At-Large), Councilmember (Ward II, Ward III, IV and At-Large).

The City of Greeley coordinates their regular municipal election with the Weld County Elections Office. We work together to bring you information, updates, ballot drop-off locations, and service.

Please let me know if you have questions.

Sincerely,

Heidi Leatherwood, City Clerk
City of Greeley

If you need materials provided by the City of Greeley in an alternative format or in another language, contact us the Greeley City Clerk's Office.

Weld County Clerk & Recorder

Contact for election administration questions and voter lists.

Phone: 970-304-6525

Email: elections@weldgov.com

[Weld County Elections](#)

Table of Contents

Municipal General Election coordinated with Weld County.....	1
Tuesday, November 4, 2025	1
Municipal Election Basics	1
1. Introduction to 2025 Greeley Elections	4
2. Elective Officers in 2025	5
3. 2025 Election Calendar.....	6
4. Greeley Ward Map	7
5. Laws Applicable to Greeley Elections	7
6. Running For Office.....	8
7. Campaign Finance Requirements	9
8. Campaigning Guidelines.....	12
9. Councilmember Assignments to Boards & Commission and Regional Committees 2022-2025	13
10. Initiative Petition	14
11. Process	14

1. Introduction to 2025 Greeley Elections

Voting in Greeley in 2025

Election Day: Tuesday, November 4, 2025

This will be a coordinated mail-ballot election conducted with the Weld County Clerk and Recorder.

Ballots will be mailed to all registered voters starting Monday, **October 13, 2025**.

There are city offices on the ballot to include: Mayor (At-Large), Councilmember (Ward II, Ward III, and At-Large).

There may also be City questions on the ballot.

Voter Registration

Eligible voters must be registered to vote in the 2025 Municipal Election. Ballots are mailed out to registered voters. Please update voter registration after moving or changing a name, or if a prior registration becomes inactive.

Voters with a Colorado ID or Driver's License can register to vote [online](#) up until 8 days before the election.

Any voter can submit a paper registration form by mail, email or in person to the County Elections Office or the Greeley City Clerk's Office.

Voters choosing to vote in person can also register when voting, including on Election Day.

Voting Options

Eligible Greeley voters can decide how to cast their ballot in this mail-ballot election. Voters who are registered at least 8 days before the election or by **October 27, 2025**, will have a ballot mailed to them.

Ballots can be returned:

By mail. Affix proper postage and mail the ballot in, allowing enough time for the ballot to be received by Election Day. It does not matter when a ballot is postmarked, it must be received by Election Day (November 4, 2025) to count.

In a ballot drop box. City Hall has a drive-through drop box available to voters behind the building. Other drop boxes are located around the county and all boxes are open through 7 p.m. on Election Day (November 4, 2025).

Voters who are not registered in time to receive a mail ballot or who wish to vote in person may do so at the office of the County Clerk and Recorder or other designated voting locations. All of the ballot drop boxes and in person voting locations will be listed on the County elections webpage this fall.

Voters can sign up for the [BallotTrax](#) system through Weld County to be notified of where their ballot is in the election process from the time it is printed until it is accepted and counted.

Visit weldvotes.ballottrax.net/voter/ to sign up.

2. Elective Officers in 2025

MAYOR

Candidates for **mayor** are nominated by registered electors residing anywhere in City limits and are voted on citywide. The term for Mayor is two years.

The mayor presides over meetings of the City Council and has the same right to speak and vote as all council members. The general roles and responsibilities of the mayor are outlined in [Section 3-2](#) of the City Charter and include applicable emergency powers.

Time Commitment

A candidate for Mayor can expect to spend an average of 20-30 hours per week on City business if elected. This time includes preparation for and participation in regular meetings, work sessions, boards and committee meetings. The mayor is in regular contact with the City Manager.

As the ceremonial head of City government, the mayor attends a variety of community events on behalf of the City and the Council.

Compensation

The position of Mayor is compensated at **\$1,500.00 per month**

COUNCILMEMBERS

Candidates for Council are nominated by registered electors either, a) residing anywhere within City limits for the at-large seat, or b) residing in the ward the candidate wishes to represent for the seats for **Wards II, III and IV**. The term for councilmember is four years.

The corporate authority and legislative powers of the City are vested in the mayor and 6 Councilmembers and extend to all subjects of legislation not forbidden by the U.S. Constitution, the Constitution of the State of Colorado, or other provisions of the City Charter.

Time Commitment

Prospective **Councilmembers** can also expect to spend an average of 15-30 hours per week on City business. As with the Mayor, this time includes preparation for and participation in the regular meetings and work sessions of Council that occur most weeks and meetings, interviews, and other obligations. Time commitments can vary depending on their own availability and experience.

Compensation

With the start of the next term of office for each seat, the position of Council Member is compensated at **\$1,050.00 per month**.

3. 2025 Election Calendar

- Jul 25 Friday - Last day to notify the County Clerk of intent to participate in the General Election C.R.S. 1-7-116(5), 1-1-106(5)
- Jul 24 Thursday -Last day to submit written notice to circulate an initiative petition G.M.C. 2-83 (b)
- Aug 5 Tuesday -Last Council meeting to introduce ordinance(s) submitting ballot items to the registered electors and setting ballot titles
- Aug 5 Tuesday -1st day Candidates for City Council may begin to circulate nomination petitions C.R.S. 1-4-805, 31-10-302
- Aug 6 Wednesday -Last day for initiative petitions to be submitted to the City Clerk G.M.C. 2-83(c)
- Aug 6 Wednesday -Minimum Residency required for Ward candidates Greeley Charter 2-4
- Aug 19 Tuesday - Last Council meeting for final reading/public hearing of ordinance(s) submitting ballot items to the registered electors and setting ballot titles
- Aug 19 Tuesday -Last day for Council to pass resolution setting the ballot titles for any initiated measures
- Aug 20 Wednesday -After City Council's final reading of ballot ordinances, and setting title of initiated measures, send legal notice to the Tribune for Publication
- Aug 20 Wednesday -Send publication to Tribune for pro/con information
- Aug 22 Friday -Check Tribune for required legal notice of approved ballot items ordinance(s)
- Aug 25 Monday -Publication date for invitation to submit ballot issue pro/con information to City Clerk
- Aug 25 Monday -Last day for candidates to circulate nomination petitions C.R.S. 1-4-805, 31-10-302
- Aug 26 Tuesday - Last day to sign IGA for General Election C.R.S. 1-7-116(2)
- Aug 29 Friday -Deadline to amend or correct signatures on nomination petitions C.R.S. 1-4-805
- Sept 2 Tuesday -Deadline to file an affidavit of withdrawal to end candidacy C.R.S. 31-10-303
- Sept 4 Thursday -Last day to determine order of ballot by lot drawing C.R.S. 1-5-406
- Sept 5 Friday -Last day to certify ballot order and content to County Clerk C.R.S. 1-5-203(3)(a)
- Sept 5 Friday -1st Campaign finance report due to City Clerk C.R.S. 1-45-108(2)(a)(II.5)**
- Sept 19 Friday -Ballot issue pro/con comments must be filed with the County Clerk by noon Article X, Section 20(3)(b)(v); 1-7-901(4)
- Sept 22 Monday -Final day to submit TABOR Notice to County Clerk C.R.S. 1-7-904
- Oct 3 Friday -Final day for County Clerk to mail TABOR notice to all registered voters Article X, Section 20(3)(b), C.R.S. 1-1-106(5)
- Oct 3 Friday -2nd Campaign finance report due to City Clerk C.R.S. 1-45-108(2)(a)(II.5)**
- Oct 13 Monday -First day ballots may be mailed to voters C.R.S. 1-7.5-107(3)(a)

Oct 13 Monday -24-hour ballot boxes open – through Tuesday, Nov 5 C.R.S. 1-5-102.9(2)

Oct 15 Wednesday -Deadline for write-in candidate to file affidavit of intent G.M.C. 2-24

Oct 15 Wednesday -Last day for County Clerk to publish legal notice of election C.R.S. 1-5-205(1)(a)-(d)

Oct 20 Monday -3rd Campaign finance report due to City Clerk C.R.S. 1-45-108(2)(a)(II.5)

Oct 20 Monday Voter Service and Polling Centers must be open C.R.S. 1-5-102.9(2)

Nov 4 Tuesday **Election Day** all ballots due 7 p.m.

Nov. 21 Tuesday – New elected officials are sworn in at the next Council meeting after their election G.M.C. 2-3

Dec 4 Thursday -4th/Final Campaign finance reports due to City Clerk C.R.S. 1-45-108(2)(a)(II.5)

4. Greeley Ward Map

City and ward boundaries. Downloadable maps & ward lookup tool are also on the City elections website. [Current Ward Map](#)

5. Laws Applicable to Greeley Elections

Greeley City Charter

The City Charter is the document establishing the form of government for the City of Greeley. The entire Charter is accessible online at [Charter of City of Greeley](#)

- **Article II.** Elective Officers includes provisions establishing the elected officials of the City, and their terms and qualifications.
- **Article VIII.** Election outlines the general provisions under which City elections shall be held.
- Relative to ballot questions:
 - **Section 1-6 of Article I** addresses amending the Charter.
 - **Article IX.** Initiative and Referendum outlines provisions for those two types of actions.
 - **Article X.** Recall details recall provisions for City elected officials.

Greeley Municipal Code

The Greeley Municipal Code (GMC) is the book of laws for the City of Greeley. After adoption, City ordinances are codified into the GMC.

The full current online City Code is available at [Greeley Municipal Code](#)

- **Title 2.** Administration and General Government, Chapter 2. Elections, includes provisions governing wards and precincts, ballot question procedures, and general elections provisions.

Colorado Revised Statutes

The City of Greeley has adopted the following election codes by reference:

- Colorado Municipal Election Code of 1965 (CRS Title 31, Art. 10)
- Uniform Election Code of 1992 (CRS Title 1, Arts. 1-13)

- Colorado Mail Ballot Election Act (CRS Title 1, Art. 7.5)

In any election, the City Council selects the election code or act provisions to be followed. However, no statutory provisions supersede the provisions of the City Charter.

6. Running For Office

Qualifications

To run for a municipal office, including Mayor or a City Council seat, a candidate must meet the following qualifications:

- **Citizen of the United States**
- **21 years of age**
- **No other elective office held**
- **No felony convictions**
- **Resident of Greeley for the one-year period immediately prior to the election (and resident of Ward for 90 days prior to the election for Ward candidates)**

Term Limits

The Greeley Charter, in Section 2-9, provides for the following term limits:

- **Two (2) consecutive four-year terms for Councilmember positions.**
- **Four (4) consecutive two-year terms for the Mayoral position.**

Conflicts of Interest

City officials and their immediate families are prohibited from having any financial interest in City contracts or purchases. Please contact the City Attorney's Office regarding questions about any potential conflict of interest at (970) 350-9757.

Forms

All campaign reports must be filed with the Greeley City Clerk's Office. Fillable PDF versions of each form are linked to this document and are available on the City Clerk's website. Because most of the forms were produced by the Secretary of State for use by both state and local candidates and committees, there may be questions on forms which are not applicable to local committees and candidates.

[Candidate Affidavit Form](#) - Complete to be considered as a candidate

Someone is considered to have become a candidate when they:

1. Publicly announce their candidacy or intent to seek public office; and
2. Receive a contribution or make an expenditure in support of their campaign.

Within 10 days of becoming a candidate, a [candidate affidavit form](#) must be filed with the City Clerk's Office. The original candidate affidavit must be notarized and submitted. A Candidate Committee must be formed before accepting contributions or making expenditures.

All municipal offices are non-partisan, so no political party should be indicated on the candidate affidavit. Be sure to note which office is being sought on affidavit, including the ward if applicable.

- [New Committee Registration Form](#) -Complete to start a committee for contributions and expenditures

- [Report of Contributions and Expenditures](#)-Used for regularly scheduled filings, amended filings, and as a termination report.

Reports can be submitted to the City Clerk's Office in person at 1100 10th St., or electronically by sending to cityclerks@greeleygov.com

Nomination Petitions

Filing to appear on the ballot is done through the submission of nomination petitions. These petitions must be circulated only from **August 5 to August 25, 2025** and signed by at least **25** registered Greeley electors (residing within Ward for Ward candidates; residing within the city at large for Mayor and At-large candidates).

Key Reminders

- Must use the form provided by the City Clerk's Office – these will be available online as well as in person at City Hall starting **August 5, 2025**.
- A qualified elector can only sign one nomination petition for each separate office on the ballot. This means an eligible voter can sign a nomination petition for a mayoral candidate and a candidate for council member in their ward, but cannot sign petitions for two different mayoral candidates, for instance.
- Petition circulators must personally observe each signature – petitions cannot be left unattended.
- All pages of a nomination petition packet are one instrument – pages cannot be separated, or all signatures will be invalidated.
- Each signer must complete ALL required information.
- **25 valid signatures of qualified voters are required**, but it is a good idea to get more than this number in case any signatures are found to be invalid.
- The nomination petition **must include a notarized affidavit** signed by the circulator. This must be notarized before it is turned into the Clerk's Office.
- Completed nomination petitions must be filed in person with the City Clerk's Office by **5 p.m. on August 25**.
- If the Clerk's Office's initial review of the submitted signatures finds the nomination petition is insufficient, the petition must be amended, corrected, or replaced by **5 p.m. on August 29**.

7. Campaign Finance Requirements

The Fair Campaign Practices Act (FCPA) governs campaign finance activity in Greeley elections. This act is found in Colorado Revised Statutes Title I, Article 45, and applies to City of Greeley candidates running for Mayor and City Council, as well as committees supporting or opposing Greeley ballot measures.

Campaign Committees

The first step that must occur prior to accepting contributions or spending money to support a local candidate or to support or oppose a local ballot measure is the registration of a campaign committee.

Forms

All campaign reports must be filed with the Greeley City Clerk's Office. Fillable PDF versions of each form are linked to this document and are available on the City Clerk's website. Because most of the forms

were produced by the Secretary of State for use by both state and local candidates and committees, there may be questions on forms which are not applicable to local committees and candidates.

- [New Committee Registration Form](#)
- [Report of Contributions and Expenditures](#)
 - Used for regularly scheduled filings, amended filings, and as a termination report.
 - An Excel version of the campaign finance report is available for completion and submission.
 - This report can be submitted to the City Clerk's Office in person or electronically.
- [Form for Amendment\(s\) to Existing Committee Registration](#)
- [Candidate Statement of Non-Receipt of Contributions and Non-Expenditure of Funds](#)
- [Statement of Personal Expenditures by a Candidate](#)
- [Notice of Major Contributor](#)

Public Records

Campaign reports are public records, and copies are frequently requested. Reports will be made available for public inspection in compliance with state open records statute and may be placed on the City's website for convenient access by the public.

Contributions

All contributions received must be deposited in a financial institution in a separate account with a title that includes the name of the committee.

Any contributions you receive over \$19.99 must be recorded in the form. Please also record "in kind" donations (services such as hours, materials, given to your committee free of charge, etc.) as those are considered contributions and must be documented as well.

The City of Greeley adopted a campaign contribution limit for all candidates at \$2500, so please be aware of that limit according to Ordinance 21, 2024.

ARTICLE V. CAMPAIGN FINANCE REGULATIONS.

Sec. 2-126. Municipal Campaign Contribution Limits

- I. For any particular election cycle, no person shall make contributions, including contributions in-kind, to a candidate and/or committee (as the term is used in Colo. Const. Art. XXVIII, §§2(3), (10), (12), and (14)) that, in the aggregate, exceed the following amounts: Councilmember \$2,500.00; Mayor \$2,500.00.
- II. No candidate committee shall accept any contributions, including contributions in-kind, from any person if that person's contributions on behalf of the candidate have an aggregate amount or value in excess of the amounts listed in subsection (a). Any contribution or portion thereof that exceeds the limits in subsection (a) shall be returned to the contributor within seventy-two (72) hours of receipt.
- III. The limitations imposed by subsections (a) and (b) of this section shall not apply to contribution of a candidate's personal funds to the candidate's own campaign, or to any loan which is personally guaranteed by the candidate or is secured by property owned by the candidate.

Contributions are defined as anything of value given directly or indirectly to a candidate and/or committee:

- Contributions under \$19.99 do not need to be itemized and may be aggregated per reporting period.
- Contributions of \$20 or more must be itemized and include the name and address of the contributor.
- Contributions of \$100 or more must also include the occupation and employer of the contributor.
- Contributions of \$1,000 or more received within 30 days immediately prior to the election must be reported within 24 hours of receipt as a [Notice of Major Contributor](#) report.

Prohibited Contribution Entities

- Corporations
- Foreign citizens, corporations, or governments
- Lobbyists
- Another issue or political committee
- Loans from other individuals or entities
- Contributions in cash or coin cannot exceed \$100
- Some LLCs

Expenditures

An expenditure is considered to have occurred as of the earliest of the date it is made, when funds are obligated, or when a contract is established.

All expenditures must be itemized in reporting and must include the name and address of the payee, as well as the purpose of the expense.

It is not permitted to give money from one committee to another.

Reporting Requirements

Candidates or campaign committees must file all required reports by the deadlines required either based on the election calendar or as triggered by specific campaign activities.

In many instances, the New Committee Registration Form will be the first required form and must be submitted before accepting any donations or making any expenditures of donated funds. Only if a candidate never accepts donations from others, and only uses their own funds for expenditures, will a New Committee Registration Form not be required.

Filing Deadlines

Filing deadlines for campaign finance reports for the November 4, 2025, Municipal Election include:

1. First Filing- **Friday, September 5, 2025** due to the City Clerk's Office by 5 p.m.
2. Second Filing- **Friday, October 3, 2025** due to the City Clerk's Office by 5 p.m.
3. Third Filing- **Monday, October 20, 2025** due to the City Clerk's Office by 5 p.m.

4. Final Filing-**Thursday, December 4, 2025** due to the City Clerk's Office by 5p.m.

On each of these deadlines, every committee must file.

- [Candidate Statement of Non-Receipt of Contributions and Non-Expenditure of Funds Form](#)
If a candidate did not receive any contributions, did not make any expenditures, AND is not carrying over a balance in a campaign account during the reporting period.
- [Statement of Personal Expenditures by a Candidate Form](#)
If a candidate only spent their own money AND did not receive any contributions during the filing period.
- [Report of Contributions and Expenditures Packet](#)
Required from all committees and all candidates that received contributions or made expenditures during the reporting period.

Once a committee is opened, reporting requirements continue until a termination report is filed with a zero balance.

Filing Process

Forms may be submitted in person at City Hall, by mail, or by email. Electronic forms are available on the City's website, as well as the Secretary of State's website. Because the same forms are used for both state and local candidates and committees, some questions on the forms may not be applicable to municipal filers.

Political committees and issue committees must be filed with the City Clerk's Office, not the Secretary of State.

8. Campaigning Guidelines

Write-In Candidates

Write-in votes are only counted in an affidavit of Intent if filed with the City Clerk.

Voter Lists

Current lists, mailing labels, and disks of registered voters can be requested from the Weld County Elections Department at (970) 304-6525.

A notice of 24 to 48 hours is requested. Requests must be in writing and or emailed to elections@weldgov.com and payment of charges is due with the request.

Election Signs

Frequent inquiries during the election season are those about the placement of election signs within the City of Greeley. Signs, in general, are regulated by local Ordinances. Sign provisions are included in Title 24 of the Greeley Municipal Code. The full Code, including the Sign Code Chapter, is available on the [here](#).

Sign Basics

- No permit is required for election signs.
- The size and number of election signs shall be governed by the Greeley Municipal Code, sec. 24-902.

- Permission from the property owner or legal tenant is needed before placing on private property.
- Signs are not permitted:
 - On utility poles, telephone poles, traffic control devices, etc.
 - Public property
 - Rights-of way
 - Within 100 feet of a ballot drop box or polling place
- Signs cannot obstruct traffic sight lines, nor can they create a vehicular or pedestrian obstruction or hazard.

Sign Complaints

Issues with signs in City rights-of-way are handled by the City of Greeley Public Works Team. Contact Jerry Pickett, Streets Superintendent, at 970-350-9335

Issues with signs causing site obstructions should be directed to Leroy Baca, Traffic Operations Supervisor, 970-350-9882

9. Councilmember Assignments to Boards & Commission and Regional Committees 2022-2025

Board/Committee	Meeting Day/Time	Assignment
Airport Authority	3 rd Thu, 3:30 p.m.	Payton/Gates
Board/Commission Interviews (Team of 2)	monthly as needed	Council Rotation
CML Executive Board Opportunity	as needed	Hall
CML Other Opportunities	as available/desired	
CML Policy Committee (Council or Staff)	as needed	Hall/Lee Gates alternate
Downtown Development Authority	3 rd Thu, 7:30 a.m.	Butler/DeBoutez
Employee Health Board	as needed	DeBoutez
Highway 34 Coalition	as needed	Olson
Highway 85 Coalition	as needed	Gates
Historic Preservation Loan Committee	as needed	DeBoutez
Human Relations Commission	2 nd Monday, 5 p.m.	DeBoutez
Interstate 25 Coalition	as needed	Olson
Island Grove Advisory Board	1 st Thu, 3:30 p.m.	Butler
National League of Cities Transportation and Infrastructure Services Committee	as needed	Olson
Parks & Recreation Board	1 st Friday, 7 a.m.	DeBoutez
Police Pension Board	quarterly	McDonald
Poudre River Trail	1 st Thu, 7 a.m.	Hall
Regional Opioid Council	as needed	Gates
Transportation/Air Quality MPO	1 st Thu, 6 p.m.	Olson/Payton

Upstate Colorado Economic Development	last Wed, 7 a.m.	Gates
Water & Sewer Board	3 rd Wed, 2 p.m.	Gates
Weld Project Connect Committee (United Way)	as needed	Olson
Youth Commission Liaison	4 th Mon, 6 p.m.	McDonald

10. Initiative Petition

GMC Article IX Sec. 9-1. - Power of initiative.

The electors shall have power, known as the initiative, to propose any ordinance, except appropriating money or authorizing the levy of taxes, and to adopt or reject the same at the polls.

Sec. 9-2. - Submissions.

If the petition accompanying the proposed ordinance is signed by qualified electors equal in number to **ten (10) percent of the total vote cast in the last general City election and requests that such proposed ordinance be submitted to a vote of the people**, the Council shall either pass said ordinance within thirty (30) days without alterations, subject to the referendum, or place the proposed ordinance on the ballot of the next general City election. **When a special election is requested by the petitioners, the petition must be signed by qualified electors equal in number to at least fifteen (15) percent of the total vote cast in the last general City election.**

If a majority of the qualified electors voting thereon shall vote in favor, the same shall thereupon without further publication become an ordinance of the City.

Any number of proposed ordinances may be submitted at the same election. Not more than one (1) special election under this Article shall be held in any twelve (12) months. This limitation shall not apply to special elections during the same period held under other articles of this Charter, subject to the provisions of the State Constitution. [Editor's History] Note—Ord. No. 40, 1993, § 4, adopted September 7, 1993. [Editor's History] Note—Amended by Ord. No. 37, 2009, § 2, adopted by vote of citizens on November 3, 2009.

11. Process

The initiative petition process is outlined in the Greeley Municipal Charter. Please see the Charter references below for detailed information. Brief step-by-steps are as follows:

- Contact the City Clerk's Office to learn how to file a Notice of Intent to Circulate and Initiative Petition.
- Upon receipt of the Notice of Intent, the Clerk will within 10 days, prepare and certify a petition form approved for circulation.
- The initiative petition will be circulated to be signed by registered electors and submitted within 60 days after the petition form was approved.
- ***Note: Signatures needed are equal to 10% of the total vote cast in the last general election for the November election or 15% of the total vote cast in the last general election for a special election.***

- The Clerk will have 15 days to issue an initial statement as to whether enough valid signatures have been submitted.
- If the petition is insufficient, the petition may be amended within 5 days.
- The Clerk will then review the amended petition and issue a final statement of sufficiency or insufficiency within 10 days.
- If the petition is deemed sufficient, the Clerk will forward to the City Council to:
 - a. Either pass the proposed ordinance within 30 days without alterations; or
 - b. Submit such proposed measure to the qualified electors of the city, as provided by the city charter.

GMC Article III Sec. 2-81. – 2-93 Provides further guidance on the petition process.