

**Department of Local Affairs**



**Tuesday, May 04, 2010**

**Special District Election Calendar**

**Forms/Sample Documents**

Monday, January 04, 2010	<p><b>Polling Places and Precinct Boundary Map Available</b>                  County Clerk shall have available for inspection at the office of the County Clerk and for distribution to the Designated Election Official a map of the county showing the location of the polling places and precinct boundaries utilized in the last November election (no later than 120 days prior to a regular special district election) C.R.S. § 1-5-102(2)</p>	<p><a href="#">Information Resource Link for District Election Officials</a></p>
Friday, January 22, 2010	<p><b>Notice of Coordinated Election</b>                  If, by one hundred (100) days before the election, a political subdivision has taken formal action to participate in a general election or other election that will be coordinated by the county clerk and recorder, the political subdivision shall notify the county clerk and recorder in writing. C.R.S. § 1-7-116(5)</p>	<p><a href="#">Information Resource Link for District Election Officials</a></p>
Wednesday, February 03, 2010	<p><b>Call for Nominations - Beginning</b>                  Not less than seventy-five (75) days nor more than ninety (90) days before a regular special district election, the designated election official shall provide notice by publication of a call for nominations for the election. The call shall state which offices will be voted upon, where a self-nomination and acceptance form may be obtained, the deadlines for submitting the self-nomination and acceptance form to the designated election official, and information on obtaining a mail-in ballot.                  C.R.S. § 32-1-804.1</p>	<p>B-6</p>
Wednesday, February 03, 2010	<p><b>Polling Places</b>                  The county clerk and recorder, in consultation with the other designated election officials of each political subdivision participating in the election, shall assure that one polling place be designated to allow an individual elector to vote for all ballot issues, ballot questions and candidates voted on the same date. For coordinated elections, precincts and polling places may be combined.                  C.R.S. § 1-5-102.5 (1) &amp; (2)</p>	
Thursday, February 18, 2010	<p><b>Call for Nominations - Deadline</b>                  Not less than seventy-five (75) days nor more than ninety (90) days before a regular special district election, the designated election official shall provide notice by publication of a call for nominations for the election. The call shall state which offices will be voted upon, where a self-nomination and acceptance form may be obtained, the deadlines for submitting the self-nomination and acceptance form to the designated election official, and information on obtaining a mail-in ballot.                  C.R.S. § 32-1-804.1</p>	<p>B-6</p>
Tuesday, February 23, 2010	<p><b>Coordinated Elections</b>                  Intergovernmental Agreement between the county clerk and recorder and the special district shall be signed.                  C.R.S. § 1-7-116(2)</p>	<p><a href="#">Information Resource Link for District Election Officials</a></p>
Wednesday, February 24, 2010	<p><b>Mail Ballot Extension</b>                  If the special district will be conducting a mail ballot election and such election may be cancelled, a seven (7) day extension of time for filing the written mail ballot plan may be submitted to the Secretary of State no later than two (2) business days prior to the deadline for filing the written mail ballot plan. The Secretary of State shall notify the special district of the approval/disapproval of the extension of time within one (1) business day.                  Secretary of State Rule 12.3.5 Concerning Campaign and Political Finance.</p>	<p>B-10</p>
Friday, February 26, 2010	<p><b>Deadline for Notice of Self-Nomination and Acceptance Form</b>                  Self-nomination and Acceptance forms must be filed with the Designated Election Official (not less than 67 days prior to the Election). C.R.S. § 32-1-804.3(1)                  A Self-Nomination and Acceptance form that is not sufficient may be amended once at any time prior to 3:00p.m. on the 67th day before the election. C.R.S. § 32-1-804.3(3)</p>	<p>B-8 &amp; B-9</p>

<p>Friday, February 26, 2010</p>	<p><b>Mail Ballot Plan - Submittal Deadline</b>                  Designated election official submits mail ballot plan for a regular special district election no later than sixty-five (65) days prior. The notification shall include a proposed plan for conducting the mail ballot election. The Secretary of State will approve or disapprove the proposed plan within 25 days of filing for regular special district elections - C.R.S. §1-7.5-105(2).                  C.R.S. § 1-7.5-105(1)</p>	<p>B-11</p>
<p>Monday, March 01, 2010</p>	<p><b>Write-In Candidates</b>                  A person who wishes to be a write-in candidate for an office in an election shall file an affidavit of intent stating that he or she desires the office and is qualified to assume its duties if elected. The affidavit shall be filed with the county clerk and recorder if it is for a county office and with the designated election official if it is for a local office. C.R.S. § 1-4-1101 (1)                  In a nonpartisan election, the affidavit of intent shall be filed by the close of business on the sixty-fourth day before the election. If the election is to be coordinated by the county clerk and recorder, the designated election official shall forward a copy of the affidavit of intent to the coordinated election official. C.R.S. § 1-4-1102 (2)</p>	<p>B-8 &amp; B-76</p>
<p>Tuesday, March 02, 2010</p>	<p><b>Cancellation of Election</b>                  If the only matter before the electors in a nonpartisan election is the election of persons to office and if, at the close of business on the sixty-third day before the election, there are not more candidates than offices to be filled at the election, including candidates filing affidavits of intent, the designated election official, if instructed by resolution of the governing body, shall cancel the election and declare the candidates elected. C.R.S. § 1-5-208 (1.5)  <b>Notice by Publication of Election Cancellation</b>                  The governing body shall provide notice by publication of the cancellation of the election. The notice must be published. A copy of the notice shall be posted at each polling place, in the office of the designated election official, and in the office of the clerk and recorder for each county in which the political subdivision is located and, a copy of the notice shall be filed in the office of the division of local government.                  C.R.S. § 1-5-208(6)</p>	<p>B-27</p>
<p>Tuesday, March 02, 2010</p>	<p><b>Withdrawal of Ballot Issue or Ballot Question</b>                  A governing body may, by resolution, withdraw one or more ballot issues or ballot questions from the ballot. The ballot issues and ballot questions shall be deemed to have not been submitted and votes cast on them shall either not be counted or shall be deemed invalid by action of the governing body                  C.R.S. § 1-5-208(2)</p>	
<p>Tuesday, March 02, 2010                  Through                  Friday, March 05, 2010</p>	<p><b>Lot Drawing</b>                  If it is determined that your district must conduct an election, immediately notify all candidates of the date, time, and location of the lot drawing to determine the order of the candidate names on the ballot C.R.S. § 1-5-406</p>	
<p>Friday, March 05, 2010</p>	<p><b>Certify Ballot Content</b>                  The designated election official shall certify the ballot and the ballot content. Such certification shall be delivered to the county clerk and recorder of each county that has territory within the political subdivision if the election is coordinated with the county clerk and recorder. The ballot shall include any ballot issue or ballot question to be submitted to the eligible electors.                  C.R.S. § 1-5-203(3)(a)</p>	<p>B-28.1 or B-28.2</p>
<p>Friday, March 05, 2010</p>	<p><b>Metro Districts - New SB 09-087</b>                  Designated Election Officials for Metropolitan Districts intending to conduct an election shall request the County Clerk in each county in which the District is located to provide the Designated Election Official with a list of the names and addresses of the registered electors residing within the Metropolitan District who have requested permanent mail-in voter status (at least 60 days prior to the election). C.R.S. § 32-1-805(5)(a).                  Within 10 days of receiving the list the Designated Election Official shall notify the County Clerk of any problems with the list. The Designated Election Official shall mail a mail-in ballot to each elector on the list. C.R.S. § 32-1-805(5)(b).</p>	<p><a href="#">Information Resource Link for District Election Officials</a></p>
<p>Monday, March 08, 2010</p>	<p><b>Special Write-In Mail-In Ballot</b>                  A citizen who resides or is traveling outside the United States, who is a registered elector in this state prior to his or her departure, and who qualifies pursuant to this section may apply to the county clerk and recorder for a special write-in blank mail-in ballot to vote at a primary, general, coordinated, or congressional vacancy election, regardless of whether the elector has previously submitted an write-in ballot application for the election. An application made pursuant to this section that is received by the designated election official prior to the fifty-seventh day before the election shall be kept and processed on or after the fifty-seventh day before the election. C.R.S. § 1-8-116 (1)</p>	

Friday, March 19, 2010	<p><b>Appointment of Election Judges</b>                  The Designated Election Official shall appoint election judges (no later than 45 days prior to the election). C.R.S. § 1-6-105(1.5).                  The Designated Election Official shall mail certificates of appointment and acceptance forms to each person appointed. C.R.S. § 1-6-106(1).                  Each election judge shall file an acceptance of appointment with the Designated Election Official within seven (7) days after the certificate of appointment and acceptance forms were mailed. C.R.S. § 1-6-106(3).</p>	B-33, B-34, B-34(a), B-35
Friday, March 19, 2010	<p><b>Pro/Con Comments (TABOR)</b>                  The state constitution requires that comments pertaining to a ballot issue be filed by forty-five days before the election and since such day is always a Saturday, all comments shall be filed by the end of the business day on the Friday before the forty-fifth day before the election. C.R.S. § 1-7-901 (4)</p>	
Friday, March 19, 2010	<p><b>Classes for Election Judges</b>                  The county clerk and recorder or the designated election official shall hold a class of instruction concerning the tasks of an election judge and a special school of instruction concerning the task of a supply judge no more than forty-five (45) days prior to each election. C.R.S. § 1-6-101(5)</p>	SDA Website ( <a href="http://www.sdaco.org">http://www.sdaco.org</a> )
Tuesday, March 23, 2010	<p><b>Transmittal of TABOR Notice</b>                  The designated election official or the official's designee for the special district conducting an election in November, shall prepare and deliver to the county clerk and recorder for the county or counties in which the special district is located no later than forty-two (42) days before the election the full text of any required ballot issue notices. C.R.S. § 1-7-904</p>	
Tuesday, March 23, 2010	<p><b>Mail Ballot Plan - SOS Response Deadline</b>                  The secretary of state shall approve or disapprove the written plan for conducting a mail election within twenty-five (25) days after receiving the plan and shall provide written notice to the political subdivision. C.R.S. § 1-7.5-105 (2)</p>	
Thursday, March 25, 2010	<p><b>Registered Electors and Property Owners List</b>                  The Designated Election Official shall order the voter registration list from the county clerk and the property owners' list from the county assessor. Designated Election official may order an initial voter registration list and property owners list to be received 30 days prior to the election, with supplementary lists provided 20 days prior, or complete lists provided 20 days prior to the election. C.R.S. § 1-5-303(1) &amp; 1-5-304(1)</p>	B-31 & B-32
Friday, April 02, 2010	<p><b>Printing Ballots</b>                  The official ballots shall be printed and in the possession of the designated election official at least thirty (30) days before the election. C.R.S. § 1-5-406</p>	
Friday, April 02, 2010	<p><b>Registered Electors and Property Owners List</b>                  The county clerk and recorder shall certify and make available a complete list of the registered electors and the county assessor shall certify and deliver an initial list of all recorded owners of real property within the district. C.R.S. § 1-5-303(1) &amp; 1-5-304(1) &amp; 1-7.5-107(2)(a)</p>	B-31 & B-32
Friday, April 02, 2010	<p><b>TABOR Notice Mailed</b>                  Article X Section 20 of the State Constitution requires the mailing of the ballot issue package (TABOR Notice) at least thirty (30) days before the election.                  Complete fiscal information per C.R.S. § 1-7-902                  Complete comments per C.R.S. § 1-7-903                  Complete Notices per C.R.S. § 1-7-905                  Mail notices per C.R.S. § 1-7-906 and 907</p>	
Friday, April 02, 2010	<p><b>Payment of Election Costs</b>                  Unless otherwise provided by an intergovernmental agreement (1-7-116), upon receipt of an invoice, the governing body shall within thirty (30) days promptly pay all costs accrued by the county clerk and recorder and any coordinating political subdivision attributable to the canceled election. C.R.S. § 1-5-208(5)</p>	
Monday, April 05, 2010	<p><b>Voter Registration Deadline</b>                  Electors shall be permitted to register no later than twenty-nine (29) days before any election. C.R.S. § 1-2-201(3)</p>	

Friday, April 09, 2010	<b>Changes in Boundaries – Nonpartisan Elections</b> No polling place shall be changed after this date. C.R.S. § 1-5-104(1) & (4)	
Monday, April 12, 2010 through Friday, April 16, 2010	<b>Mail Ballot – Packets Mailed</b> First day the designated election official shall mail to each ACTIVE REGISTERED elector, at the last mailing address appearing in the registration records, a mail ballot packet. C.R.S. § 1-7.5-107(3)(a)	B-11
Monday, April 12, 2010 through Tuesday, May 04, 2010	<b>Mail Ballots – Ballots Available</b> Mail ballots shall be made available at the designated election official's office for eligible electors who are not listed or who are listed as "INACTIVE" on the county voter registration records or, for special district mail ballot elections, on the property owners' list or the registration list if otherwise authorized to vote. C.R.S. § 1-7.5-107(3)(c)	B-40.2
Friday, April 16, 2010	<b>Mail Ballots – Packet Mailing Deadline</b> Last day to mail the mail ballot packets to each active registered voter. C.R.S. § 1-7.5-107(3)(a)	
Monday, April 19, 2010	<b>Canvassers for Special District Elections</b> The designated election official shall appoint at least one member of the board of such district and at least one eligible elector of the special district who is not a member of such board to assist the designated election official in the survey of the returns. The persons so appointed and the designated election official shall constitute the board of canvassers for the election. C.R.S. § 1-10-201(1.5)	B-43
Monday, April 19, 2010	<b>Canvassers for Coordinated Elections</b> For any election coordinated by the county clerk and recorder, the canvass board shall be appointed in accordance with the intergovernmental agreement between the governing bodies holding the election. C.R.S. § 1-10-202	
Monday, April 19, 2010	<b>Post Card Notice</b> No later than fifteen (15) days before nonpartisan election and in addition to the publication required by section 1-5-205, the designated election official or coordinated election official may mail to each household where one or more active eligible electors reside a voter notification card. The information on the voter notification card may be included with the ballot issue notice. C.R.S. § 1-5-206(2)(a)	
Monday, April 19, 2010	<b>Counting Mail Ballots</b> The election officials at the mail ballot counting place may receive and prepare mail ballots delivered and turned over to them by the designated election official for tabulation. Counting of the mail ballots may begin fifteen (15) days prior to the election and continue until counting is completed. The election official in charge of the mail ballot counting place shall take all precautions necessary to ensure the secrecy of the counting procedures. No information concerning the count shall be released by the election officials or watchers until after 7 p.m. on election day. C.R.S. § 1-7.5-107.5	B-61, B-61.1, B-61.2, B-61.3
Thursday, April 22, 2010	<b>Polling Place - Designated by Sign</b> All polling places shall be designated by a sign conspicuously posted at least twelve (12) days before each election. C.R.S. § 1-5-106	B-44
Friday, April 23, 2010	<b>Notice of Election to Clerks/ Notice by Publication</b> (1) The designated election official, or the coordinated election official if so provided by an intergovernmental agreement, no later than ten days before each election, shall provide notice by publication of the election as described by section 1-1-104 (34). (2) At the time that notice by publication is made, the designated election official shall also mail a copy of the notice of the election to the county clerk and recorders of the counties in which the political subdivision is located if the clerk and recorder is not the coordinated election official. C.R.S. § 1-5-205	B-45

<p>Friday, April 23, 2010 through Thursday, May 06, 2010</p>	<p><b>Published and Posted Notice of Election</b> The designated election official, or the coordinated election office if so provided by an intergovernmental agreement, no later than ten (10) days before each election, shall provide notice by publication of the election. A copy of the notice shall be posted until two (2) days after the election in a conspicuous place in the office of the designated election official or the clerk and recorder if the election is coordinated by the clerk and recorder. Sample ballots may be used as notices so long as the information required is included in the sample ballot. C.R.S. § 1-5-205(1);(1.3) &amp; (2)</p>	<p>B-45</p>
<p>Tuesday, April 27, 2010</p>	<p><b>Mail-in Ballot Received By Mail</b> If the applicant wishes to receive the mail-in ballot by mail, the application shall be filed no later than the close of business on the 11th day before the election C.R.S. § 1-8-104(3)</p>	<p>B-2 or B-40.1</p>
<p>Friday, April 30, 2010</p>	<p><b>Last Day to Request an Mail-in Ballot</b> Last day to request mail-in voter ballot if mail-in ballot will not be mailed to applicant. The application for an mail-in ballot shall be filed with the designated election official no later than the close of business on the Friday immediately preceding the election. C.R.S. § 1-8-104(3)</p>	<p>B-2 or B-40.1</p>
<p>Monday, May 03, 2010</p>	<p><b>Delivery to the Supply Judge</b> The designated election official, at least one (1) day prior to any election, shall cause the registration records and all necessary registration supplies to be delivered to the supply judge. C.R.S. § 1-5-301(2)</p> <p><b>Printing and Distribution of Ballots</b> In districts using paper ballots or electronic ballot cards, the designated election official shall have a sufficient number of ballots printed and distributed to the election judges in the respective precincts. The packages shall be delivered on any day on which a judges school of instruction is held or by 8 p.m. on the Monday before the election day. C.R.S. § 1-5-410</p>	
<p>Friday, April 30, 2010 through Tuesday, May 04, 2010</p>	<p><b>Emergency Mail-in Ballot</b> (1) (a) In the event an eligible elector or a member of an eligible elector's immediate family, related by blood or marriage to the second degree, is confined in a hospital or place of residence on election day and the confinement occurred because of conditions arising after the last day to apply for a mail-in ballot, the elector may request in a personally signed written statement that the designated election official send a mail-in ballot with the word "EMERGENCY" stamped on the stubs. A request for an emergency mail-in ballot under this section shall be made before 5 p.m. on the day of the election, and the ballot shall be returned no later than 7 p.m. on the day of the election. C.R.S. § 1-8-115</p>	<p>B-77</p>
<p>Tuesday, May 04, 2010</p>	<p><b>ELECTION DAY- POLLS OPEN CONTINUOUSLY FROM 7:00 A.M. TO 7:00 P.M</b> <b>C.R.S. § 1-7-101</b></p>	<p>B-47 thru B-60, B-62, B-67, B-68, B-69</p>
<p>Tuesday, May 04, 2010</p>	<p><b>Election Judges - Oath of Office</b> Before beginning the duties of an election judge, each person appointed as an election judge shall take a self-affirming oath or affirmation as outlined in C.R.S § 1-6-114 (1).</p>	<p>B-35</p>
<p>Tuesday, May 04, 2010</p>	<p><b>Counting by Counting Judges</b> In precincts having counting judges, the receiving judges, at 8 a.m., or as soon thereafter as the counting judges request the ballot box, shall deliver to the counting judges the ballot box containing all ballots that have been cast up to that time, and the receiving judges shall proceed to use the other ballot box furnished for voting. C.R.S. § 1-7-305</p> <p><b>Counting by Receiving Judges</b> In precincts which do not have counting judges, as soon as the polls at any election have closed, the receiving judges shall immediately open the ballot box and proceed to count the ballots. The receiving judges shall not adjourn until the counting is finished. C.R.S. § 1-7-306</p>	<p>B-53, B-61, B-62, B-63, B-68, B-69</p>

<p>Tuesday, May 04, 2010</p>	<p><b>Mail-in (and Mail) Ballots Due no Later Than 7PM</b>                  The [mail in ballot] envelope may be delivered personally or mailed by the elector to the designated election official issuing the ballot or delivered personally by the elector to the designated election official on election day to the office of the designated election official or designated drop-off sites within the district. All envelopes containing mail-in ballots shall be in the hands of the designated election official no later than 7 p.m. on the day of the election. Mail-in envelopes received after 7 p.m. on the day of the election but postmarked on or before the day of the election will remain sealed and uncounted, but the elector's registration record will not be canceled for failure to vote in a general election. C.R.S. § 1-8-113 (1)(a)</p>	<p>B-56.1, B-61.1, B-61.2, B-61.3, B-39.1, B-39.2,</p>
<p>Tuesday, May 11, 2010</p>	<p><b>Certification of Official Abstract of Votes Cast – Non-Coordinated Elections</b>                  No later than seven (7) days after an election, the canvass board shall certify to the designated election official the official abstract of votes cast for all ballot issues and ballot questions in that election. The verification and counting of all provisional ballots shall be completed prior to the certification of the official abstract of votes cast in the election.                  C.R.S. § 1-10-203(1)                  Secretary of State Rule 5.5.8</p>	<p>B-79,                  B-66 or B-64</p>
<p>Tuesday, May 18, 2010</p>	<p><b>Provisional Ballot Counting - Deadline</b>                  The Designated Election Official decides when the provisional ballot verification and counting shall begin. The verification is done by the designated election official and is completed before the counting begins. Provisional ballots cannot be counted until all ballots have been counted. Upon completion of verification, the Provisional Ballot Board may proceed to count the provisional ballots.                  Secretary of State Rules 26 &amp; C.R.S. § 1-9-303</p>	<p>B-69</p>
<p>Friday, May 21, 2010</p>	<p><b>Certification of Official Abstract of Votes Cast – County Coordinated Election:</b>                  No later than the seventeenth day after any election coordinated by the county clerk and recorder, the county canvass board shall complete its duties.                  C.R.S. § 1-10-102(1)</p>	
<p>Friday, May 28, 2010</p>	<p><b>Last Day to Call for Election Recount</b>                  If it appears, as evidenced by the abstract of votes cast that a recount is required for any office ballot question, or ballot issue, the designated election official shall order a recount of the votes cast for the office, the ballot issue, or ballot question no later than the twenty-fifth day after the election. Any recount under this section shall be completed no later than the fortieth day after the election. C.R.S. § 1-10.5-104</p>	<p>B-71</p>
<p>Thursday, June 03, 2010</p>	<p><b>Last Day to Complete Recount - Partisan/Coordinated</b>                  The recount shall be completed no later than the thirtieth day after any election.                  C.R.S. § 1-10.5-103</p>	<p>B-71</p>
<p>Thursday, June 03, 2010</p>	<p><b>Election Results and Contact Info -</b>                  The results of a special district election shall be certified to the division of local government within thirty (30) days after the election. Each special district shall register its business address, its telephone number, and the name of a contact person with the Division of Local Government when certifying the results of a district election. C.R.S. § 32-1-104(1) / 1-11-103(3)</p>	<p>B-27, B-70 and B-75</p>
<p>Thursday, June 03, 2010</p>	<p><b>Oath of Office &amp; Surety Bonds</b>                  (1) Each director, within thirty days after his or her election or appointment to fill a vacancy, except for good cause shown, shall appear before an officer authorized to administer oaths and take an oath that he or she will faithfully perform the duties of his or her office as required by law and will support the constitution of the United States, the constitution of the state of Colorado, and the laws made pursuant thereto.                  (2) At the time of filing said oath, there shall also be filed for each director an individual, schedule, or blanket surety bond at the expense of the special district, in an amount determined by the board of not less than one thousand dollars each, conditioned upon the faithful performance of his duties as director. C.R.S. § 32-1-901</p>	<p>B-73, B-74, B-80</p>
<p>Friday, June 11, 2010</p>	<p><b>Last Day to Complete Recount - Nonpartisan/Noncoordinated</b>                  If it appears, as evidenced by the abstract of votes cast that a recount is required for any office ballot question, or ballot issue, the designated election official shall order a recount of the votes cast for the office, the ballot issue, or ballot question no later than the twenty-fifth day after the election. Any recount under this section shall be completed no later than the fortieth day after the election. C.R.S. § 1-10.5-104</p>	<p>B-71</p>

Friday, June 18, 2010	<b>Special District Debt Authorization</b> The results of special district ballot issue elections to incur general obligation indebtedness shall be certified by the special district by certified mail to the board of county commissioners of each county in which the special district is located or to the governing body of a municipality that has adopted a resolution of approval for organization of the special district. The special district shall file a copy of any certification with the Division of Securities. (1580 Lincoln, Suite 420, Denver, Colorado, 80203) C.R.S. § 32-1-1101.5(1)	
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