

SPECIAL DISTRICT INDEPENDENT MAIL BALLOT ELECTION

May 4, 2010

TIMETABLE OF EVENTS

This timetable *does not* apply to polling place or coordinated elections. All statutory references are to the Colorado Revised Statutes, as amended October 2009 and are subject to change during the 2010 Legislative Session; rule references are to the Colorado Secretary of State Rules and Regulations Regarding Election Procedures, effective August 26, 2009.

**This Timetable only provides dates for Ballot Issue Elections; no dates are included for Board of Director elections.*

DATE	EVENT
<p>February 26 (no later than 65 days prior to election. Since the 65th day falls on a Sunday, February 28, use the preceding Friday, February 26. § 1-1-106(5).</p>	<p>Designated election official notifies the Secretary of State of the intention to hold mail ballot election. Notification must include a proposed plan for conducting election, which may be based on the standard plan adopted by the Secretary of State. § 1-7.5-105(1) (See Rule 12.3.2 for required contents of plan).</p>
<p>March 5 (no later than 60 days prior to election).</p>	<p>Designated election official certifies the order of the ballot and the ballot content. § 1-5-203(3)(a).</p> <p>Designated election official requests a list from the County Clerk of the names and addresses of registered electors of the county who are also registered electors of the District and who have applied to the County Clerk for permanent mail-in voter status. §32-1-805</p> <p>Along with the request, the designated election official certifies that the District has provided the County Clerk with a current, accurate map of its boundaries. §32-1-805</p>
<p>March 19 (end of business on the Friday before the 45th day before election).</p>	<p>Last day to file pro and con statements on ballot issues with designated election official. Colorado Constitution Article X, § 20(3)(b)(v). §1-7-901(2) & (4).</p>

DATE	EVENT
<p>March 19 (no later than 45 days before election) (Since 45 days is Saturday, March 20, use Friday, March 19. §1-1-106(5)).</p>	<p>Designated election official appoints election judges. § 1-6-105(1.5). Designated election official confirms appointment by mailing a certification of appointment and acceptance form to each judge. §1-6-106(1). Election judges must file acceptance forms with the designated election official within 7 days after the certification of appointment and acceptance form have been mailed. §1-6-106(3).</p> <p>Last day for the Secretary of State to approve a plan previously submitted by the designated election official for an alternative method of ballot counting. §1-7-603.</p>
<p>March 22 (not more than 45 days before the election). Since the 45th day falls on Saturday, March 20, use the following Monday, March 22. § 1-1-106(4).</p>	<p>Designated election official shall hold a class of instruction for election judges and a special school of instruction for a supply judge. §1-6-101(5).</p>
<p>March 22 (no later than 43 days before election)</p>	<p>Typewritten summaries of ballot issues submitted by petition representatives, if any. §1-7-903(3).</p>
<p>March 23 (within 25 days after receipt of written mail ballot plan).</p>	<p>Secretary of State shall approve or disapprove the written mail ballot plan within 25 days after receiving it and shall provide a written notice of approval. §1-7.5-105(2)(a).</p>
<p>March 25 (no later than 40 days prior to election).</p>	<p>Designated election official sends notice of election to County Clerk (Rule 12.3.1) and shall order the registration records. § 1-5-303(1).</p> <p>The designated election officials of overlapping political subdivisions conducting an election shall confer concerning the preparation of the ballot issue notice no later than forty days prior to the date of the election. The political subdivisions conducting the election shall provide for preparation of any required ballot issue notice package by agreement in a form substantially as provided in §1-7-116. §1-7-905(2).</p> <p>Designated election official orders voter registration lists, in writing, from County Clerk. §1-5-303. (The designated election official may order a complete list of the registered electors as of the thirtieth day prior to the election with a supplementary list provided on the</p>

DATE	EVENT
	<p>twentieth day, or he/she may order a complete list as of the twentieth day prior to the election, as indicated hereafter).</p> <p>For elections where owning property is a requirement for voting in the election, the designated election official shall order the list of property owners, in writing, from the County Assessor. §1-5-304(1).</p>
<p>April 2 or April 14 (30th day or 20th day before the election) (Since 30 days is Sunday, April 4, use Friday, April 2. §1-1-106(5)).</p>	<p>The designated election official of a special district may order, in writing, from the County Assessor the list of property owners as of the thirtieth day, with a supplementary list to be provided on the twentieth day; or, he/she may order, in writing, a single, complete list as of the twentieth day. 1-5-304(2).</p>
<p>April 2 (at least 30 before election) (Since 30 days is Sunday, April 4, use Friday, April 2. §1-1-106(5)).</p> <p>April 2 (No later than 30 days prior to the election)</p>	<p>Mailing of TABOR Notice, at the least cost and as a package by overlapping political subdivisions. Colorado Constitution Article X, § 20(3)(b). §1-40-125; Rule 5.1.</p> <p>The designated election official is responsible for mailing the TABOR Notice to each address of one or more active registered electors who do not reside within the county or counties where the special district is located. §1-7-906(2).</p> <p>County Clerk certifies and delivers preliminary list of registered electors, and County Assessor certifies and delivers preliminary property owners list to designated election official. §1-7.5-107(2)(a).</p> <p>Official ballots must be printed and in the possession of the designated election official. §1-5-406. The form of the ballots shall be as provided in §1-5-407.</p> <p>The text of all ballot issues that are subject to Article X, Section 20 shall be printed in all capital letters. The names of all candidates and all other ballot issues and questions shall be printed in upper and lower case. Rule 10.1. The ballot issue or question shall be identified by the name of the jurisdiction submitting such ballot issue or question, followed by a number in the case of initiatives, or by a letter in the case of a referred measure. Rule 5.3.</p>

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<p>April 5 (no later than 29 days prior to election).</p>	<p>Last day to register to vote. §1-2-201(3).</p>
<p>April 12 to 16 (no sooner than 22 days before the election and no later than 18 days before the election. With prior approval from the Secretary of State, no later than 10 days before the election (since 10 days is Saturday, April 24, use Friday, April 23. §1-1-106(5)).</p>	<p>Designated election official mails a mail ballot packet to each active registered elector. §1-7.5-107(3)(a)(I).</p> <p>All mail ballot packets must include a ballot, instructions for completing ballot, secrecy envelope and return envelope. Secretary of State may otherwise prescribe the form of materials to be used. §1-7.5-106(1)(a). Rule 12.1.</p> <p>The mail-in ballot and other materials are delivered or mailed to the elector within 72 hours after receipt of application, but no sooner than 22 days before the election. §1-8-111.</p>
<p>April 12 to May 4 (no sooner than 22 days prior until 7:00 p.m. on Election Day).</p>	<p>Mail ballots available during regular business hours at office of the designated election official for eligible electors not appearing on lists discussed above or listed as “inactive” or who are on the list of property owners or the registration list but who are authorized to vote pursuant to §32-1-806. “In-person” voting site available for ballot delivery and replacement ballots. §1-7.5-107(3)(c). Rules 12.5, 12.9 and 12.10.</p>
<p>April 14 (not later than 20 days prior to election).</p>	<p>Designated election official provides notice by publication of mail ballot election. §1-7.5-107(2.5)(a) and mails a copy of such notice to the County Clerk. §1-5-205(2). See §1-5-205(1)(a) through (d) for items to be included in notice.</p> <p>County Clerk and County Assessor each submit to designated election official supplemental list of eligible electors or property owners whose names were not included on the preliminary lists. §1-7.5-107(2)(b).</p> <p>A special district (excluding enterprises) submitting a ballot issue concerning the creation of any debt or other financial obligation shall post notice of audited (if available) financial information prescribed by §1-7-908(1) on the special district’s website, or if the special district does not maintain a website, at the special district’s chief administrative office. §1-7-908(1). See §1-7-908(1)(a)(I) through (V) for specific notice requirements.</p>

DATE	EVENT
<p>April 19 (at least 15 days before the election).</p>	<p>Last day for designated election official to appoint one board member and at least one eligible elector of the special district who is not a board member to assist the designated election official in the survey of election returns, unless otherwise directed by the special district's board of directors. These three constitute the board of canvassers. §1-10-201(1.5).</p> <p>Counting of the mail ballots may begin. The election official in charge of the mail ballot counting place shall take all precautions necessary to ensure the secrecy of the counting procedures, and no information concerning the count shall be released by the election officials or watchers until after 7 p.m. on election day. §1-7.5-107.5.</p>
<p>April 23 (at least 10 days prior to election) (Since 10 days is Saturday, April 24, use Friday, April 23. §1-1-106(5)).</p>	<p>Notice of election posted in a conspicuous place in the office of designated election official (and until 2 days after election, i.e., May 6, 2009). §1-5-205(1.3).</p>
<p>April 27 (no later than the close of business on the 7th day before the election).</p>	<p>Last day to file application for a mail-in ballot if applicant wishes to receive a mail-in ballot by mail. §1-8-104(3); Rule 12.5.2.</p>
<p>April 30 (no later than the close of business on the Friday immediately preceding the election).</p>	<p>Last day to file application for a mail-in ballot (if not mailed). §1-8-104(3); Rule 12.5.2.</p>
<p>May 4 (Election Day).</p>	<p>ELECTION DAY. 7:00 a.m. to 7:00 p.m.</p>
<p>May 4 to 11 (no later than 7 days after election).</p> <p>(immediately after survey of returns and abstract of votes cast is prepared).</p>	<p>Last day for board of canvassers to meet, survey returns, and certify to the designated election official the official abstract of votes cast. §1-10-203.</p> <p>Designated election official notifies board of directors of election results and makes certificate of votes cast available for public inspection in the office of the designated election official for no less than 10 days following the completion of the abstract of votes cast by the board of canvassers. §1-11-103(2).</p>
<p>May 14 to 21 (within 10 days after the official survey of returns has been filed with the designated election official).</p>	<p>Last day for an eligible elector to file statement of intention to contest the election in district court. §1-11-213(4).</p>

DATE	EVENT
May 18 (within 14 days after election).	Last day to complete verification and counting of provisional ballots. §1-8.5-105(5).
May 28 (within 24 days after election).	Last day for an interested party to file a notarized, written request for a recount on ballot issues at their own expense. §1-10.5-106(2).
May 28 (no later than 25 days after election) (Since 25 days is Saturday, May 29, use Friday, May 28. §1-1-106(5)).	Last day for the designated election official to order appropriate recount, if any. (Such recount must be completed no later than 40 days after the election). §1-10.5-104.
May 31 (within 1 day after receipt of request for recount) (Since the next day is Saturday, May 29, use Monday May 31).	Election official with whom written request for recount is filed notifies the special district that an interested party has requested a recount. §1-10.5-106(2).
June 3 (within 30 days after election).	Results of election must be certified to Division of Local Government (DLG). §1-11-103(3). When certifying results, a special district must register with the DLG its business address, its telephone number, and the name of a contact person. §32-1-104(1).
June 3 (no later than 30 days after the election).	Last day to complete requested recount. §1-10.5-106(2).
June 11 (no later than 40 days after the election) (Since 40 days is Sunday, June 13, use Friday, June 11, §1-1-106(5)).	Last day to complete mandatory recount. §1-10.5-104.
June 18 (within 45 days after the election).	<p>The results of special district ballot issue elections to incur general obligation indebtedness must 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 within 45 days after the election. §32-1-1101.5(1). If such required certification is not made, the special district must certify the election results, by certified mail, to the Board of County Commissioners or the governing body of such municipality no later than 30 days before issuing any general obligation debt. §32-1-1101.5(1).</p> <p>The special district must file a copy of any certification with the division of securities. §32-1-</p>

DATE	EVENT
	1101.5(1).

This timetable of events will vary depending on meeting schedules, publication dates, and any election contest.