

**COORDINATED MAIL BALLOT ELECTION TIMETABLE**

**Ballot Issue Election - November 5, 2019**

*All statutory references are to the Colorado Revised Statutes, as amended; rule references are to the Election Rules of the Colorado Secretary of State, as amended, and in effect as of the date of this timetable. This timetable only provides dates for Ballot Issue Elections; no dates are included for Board or Council member elections. This timetable will vary depending on meeting schedules, publication dates, and any election contest.*

DATE	EVENT
<p><b>July 26</b> (100 days before the election) (Since 100 days is Sunday, July 28, use Friday, July 26. §1-1-106(5)).</p>	<p>Political subdivision notifies County Clerk in writing regarding the political subdivision's participation in coordinated election, if the political subdivision has taken formal action to participate in the election. §1-7-116(5).</p>
<p><b>August 7</b> (no later than 90 days prior to the election).</p>	<p>County Clerk and Recorder or designated election official sends a proposed election plan for conducting a coordinated mail ballot election to the Secretary of State. The proposed plan may be based on the standard plan adopted by the Secretary of State by Rule. §1-7.5-105(1). Rule 7.1.1.</p>
<p><b>August 22</b> (within 15 days after receipt of written mail ballot plan by the Secretary of State).</p>	<p>Secretary of State shall approve or disapprove the written mail ballot plan for a coordinated election within 15 days after receiving it and shall provide a written notice of approval or disapproval. §1-7.5-105(2)(a). Rule 7.1.3(b).</p>
<p><b>August 27</b> (no later than 70 days prior to the election).</p>	<p>Intergovernmental agreement for coordinated election must be signed with County Clerk regarding election duties. §1-7-116(2); Rule 4.1.2. The County Clerk must include all coordinating districts in the SCORE (computerized statewide voter registration list). Rule 4.1.3. The canvassing board is appointed in accordance with the intergovernmental agreement. §1-10-202.</p>
<p><b>September 6</b> (no later than 60 days before the election).</p>	<p>Designated Election Official certifies the order of the ballot and the ballot content to the County Clerk and recorder of each county that has territory within the political subdivision. §1-5-203(3)(a); Rule 4. The list of ballot issues shall be in the following order:</p>

	<p>referred amendments shall be printed first, followed by initiated amendments, referred propositions, initiated propositions, county issues and questions, municipal issues and questions, school district issues and questions, ballot issues and questions for other political subdivisions which are in more than one county, and then ballot issues and questions for other political subdivisions which are wholly within a county. §1-5-407(5)(a). Measures are ordered as follows: (1) referred measures to increase taxes; (2) referred measures to retain excess revenues; (3) referred measures to increase debt; (4) other referred measures; (5) initiatives to increase taxes; (6) initiatives to retain excess revenues; (7) initiatives to increase debt; (8) other citizen petitions. Rule 4.5.2. See §1-41-103 for local government ballot matters arising under Article X §20 of the Colorado Constitution.</p>
<p><b>September 6</b> (not more than 60 days prior to the election).</p>	<p>First day that the County Clerk and Recorder can hold a class of instruction for election judges and special school of instruction for supervisor judges. §1-6-101(5).</p>
<p><b>September 20</b> (by noon on the Friday before the 45<sup>th</sup> day before the election. §1-7-901(4)).</p>	<p>Last day to file pro and con statements on ballot issues with Designated Election Official. Colo. Const. Art. X §20(3)(b)(v); §1-7-901(4). TABOR Notice should be finalized. For political subdivisions of the state that have no Designated Election Official, the governing body of a Political Subdivision shall be solely responsible for preparing the summary of the filed comments in favor of and in opposition to the ballot issue for the TABOR Notice. §1-7-903(3.5).</p>
<p><b>September 20</b> (no later than 44 days before the election) (Since 44 days is Sunday, September 22, use Friday, September 20. §1-1-106(5)).</p>	<p>If ballot issue is on the ballot as the result of a citizen’s petition, petition representatives are required to submit to the Designated Election Official a summary of favorable comments. §1-7-903(3).</p>
<p><b>September 20</b> (not later than 45 days before the election) (Since 45 days is Saturday, September 21, use Friday, September 20. §1-1-106(5)).</p>	<p>Last day for Designated Election Official to transmit a ballot and balloting materials to all Uniform and Overseas Citizens Absentee Voting Act (UOCAVA) covered voters who by this date submit a valid ballot application. §1-8.3-110(1).</p>

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<p><b>September 23</b> (no sooner than 45 days nor later than 32 days before the election, October 4) (since 45 days before the election is Saturday, September 21, use Monday, September 23).</p>	<p>Designated Election Official shall provide a mail ballot to a registered elector requesting the ballot at the designated election official’s office or the office designated in the mail ballot plan filed with the secretary of state. §1-7.5-107(2.7)</p>
<p><b>September 23</b> (no later than 43 days before the election).</p>	<p>Designated Election Official shall prepare and deliver to the County Clerk(s) for the county or counties in which the political subdivision is located the full text of any required ballot issue notices (TABOR Notice). §1-7-904. (Pursuant to an intergovernmental agreement for a coordinated election, the County Clerk(s) may have additional requirements or require notice earlier. §1-7-116(2)).</p>
<p><b>September 26</b> (no later than the 40<sup>th</sup> day preceding the election).</p>	<p>Last day for Designated Election Official to order the registration records of eligible electors, §1-5-303(1);</p> <p>For elections where owning property is a requirement for voting in the election, last day for Designated Election Official to order the list of property owners from the County Assessor. §1-5-304(1).</p>
<p><b>October 4</b> (no later than 32 days before the election).</p>	<p>Ballots must be printed and in possession of the County Clerk and Recorder. §1-5-403(1).</p>
<p><b>October 4</b> (at least 30 days before the election) (Since 30 days is Sunday, October 6, use Friday, October 4. §1-1-106(5)).</p>	<p>Mailing of TABOR Notice by County Clerk or Designated Election Official, at the least cost and as a package where districts with ballot issues overlap. Colo. Const. Art. X, §20(3)(b); §1-7-906(1); §1-40-125; Rule 4.9.</p> <p><b>For Special Districts:</b> 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 Political Subdivision is located. §1-7-906(2).</p> <p>The text of all ballot issues that are subject to Article X, Section 20 shall be printed in all capital letters. §1-40-115(2)(a); Rule 4.8.1.</p> <p>The names of all candidates and all other ballot issues and questions shall be printed in upper and lower case letters. Rule 4.8.1.</p>

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<p><b>October 11</b> (no later than 25 days before election).</p>	<p>Last day for governing body of political subdivision to withdraw a ballot issue from election. §1-5-208(2).</p> <p>If a municipal clerk has registered any eligible electors who appears in person at the municipal clerk’s primary office at any time during which registration is permitted in the office of the county clerk and record, the municipal clerk shall deliver the new registration records to the office of the county clerk and recorder either in person or by mail no later than the tenth day of each month for the month immediately prior and in person on the day following the last day for registration for the election. §1-2-202(2).</p>
<p><b>October 14</b> (no later than 22 days before the election).</p>	<p>Last day to timely register to vote by submitting an application through a voter registration drive. §1-2-201(3)(b)(I).</p>
<p><b>October 14 - 18</b> (not sooner than 22 days nor later than 18 days before a general, primary or other mail ballot election).</p>	<p>County Clerk and Recorder or Designated Election Official mails a mail ballot packet to each active registered elector (§1-7.5-107(3)(a)). All mail ballot packets must include a ballot, instructions for completing ballot, and return envelope. If the County Clerk and Recorder chooses not to include a secrecy envelope or sleeve in the mail ballot packet, he or she must notify the Secretary of State in the election plan (§1-7.5-105(1)) and must also explain the county’s process for ensuring the privacy of marked ballots. §1-7.5-107.3(5.5). Secretary of State may otherwise prescribe the form of materials to be used. §1-7.5-106(1)(a). Rule 7.2.</p> <p>For a <b>Special District</b> mail ballot election, no sooner than twenty-two days prior to the election and until 7 pm on election day, mail ballots made available at the office of the designated election official, or the office designated in the mail ballot plan filed with the Secretary of State, for eligible electors who are not listed on the list of property owners or the registration list but who are authorized to vote pursuant to §32-1-806 or other applicable law.</p>
<p><b>October 16</b> (at least 20 days before each election).</p>	<p>Last day to post polling location signs; signs must be posted during the period polling locations are open. §1-5-106.</p>

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<p>(no later than 20 days before a general, primary or other mail ballot election election).</p>	<p>Last day for the designated election official or the coordinated election official to provide notice by publication of mail ballot election, §1-5-205(1); and to mail a copy of such notice to the County Clerk and Recorders, §1-5-205(2). See §1-5-205(1)(a) through (d) for items to be included in notice.</p> <p><b>Special districts</b> may order a preliminary list of property owners as of the thirtieth day before the election with a supplementary list to be provided on the twentieth day before the election, or Designated Election Official may order a complete list on the twentieth day before the election. §1-5-304(2).</p> <p>A local government (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 local government's web site, or if the local government does not maintain a web site, at the local government's chief administrative office. See §1-7-908(1)(a)(I) through (V) for specific notice requirements.</p>
<p><b>October 21</b> (for the 15-day period prior to and including the day of the election).</p> <p>(15 days prior to the election)</p>	<p>Voter service and polling centers must be open, at a minimum, by this date, except that voter service and polling centers are not required to be open on Sundays. §1-5-102.9(2). Each polling location shall comply fully with the current "ADA Standards for Accessible Design" promulgated in accordance with the federal "Americans with Disabilities Act," and no barrier shall impede the path of electors with disabilities to the voting booth. §1-5-703.</p> <p>Election officials may begin counting mail ballots. §1-7.5-107.5; §1-7.5-202(2).</p>
<p><b>October 21 - November 5</b> (from the 15<sup>th</sup> day prior to and including Election Day).</p>	<p>Voter registration conducted at locations designated as voter service and polling centers by County Clerk and Recorders. §1-2-201(3)(b)(V), §1-2-217.7(3)(a), §1-5-102.9(2), Rule 7.9.</p>

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<p><b>October 25</b> (at least 10 days prior to the election) (Since 10 days is Saturday, October 26, use Friday, October 25. §1-1-106(5)).</p>	<p>Notice of election posted in a conspicuous place in the office of the designation election official or the County Clerk and Recorder until 2 days after election (i.e., November 7, 2019). §1-5-205(1.3).</p>
<p><b>October 28</b> (through the 8<sup>th</sup> day prior to an election).</p>	<p>Last day to timely register to vote by submitting an application through the mail, a voter registration agency, a local driver's license examination facility, or the on-line voter registration system. §1-2-201(3)(b)(III); §1-2-217.7(3)(c).</p>
<p><b>October 28 - November 5</b> (at a minimum, the 8 days prior to and including the day of the election).</p>	<p>Voter service and polling centers shall be open; except that voter service and polling centers are not required to be open on Sundays. §1-7.5-107(4.5)(c). The minimum number of required voter service and polling centers is described in §1-7.5-107(4.5)(a).</p>
<p><b>October 31 - November 5</b> (at a minimum, 4 days prior to and including the day of the election).</p>	<p>Drop-off locations shall accept mail ballots by electors during, at a minimum, reasonable business hours; except that mail ballots are not required to be accepted on Sundays. §1-7.5-107(4.3)(b). The minimum number of required drop-off locations is described in §1-7.5-107(4.3)(a).</p>

<p><b>November 5 - Election Day</b></p>	<p><b>ELECTION DAY.</b> (7:00 a.m. to 7:00 p.m.) Colo. Const. Art. X, §20(3)(a); §1-41-102(1); §1-7-101.</p> <p>Same day registration permitted. §1-2-201(3)(b)(V); §1-2-217.7(4).</p>
<p><b>November 5 - 27</b> (no later than 22<sup>nd</sup> day after the election).</p>	<p>Canvass board certifies the abstract of votes cast to Designated Election Official. §1-10-102(1), §1-10-203(1). Rule 10.3.</p> <p>Clerk and Recorder shall examine official abstract of votes cast and order appropriate recount, if required. §1-10.5-103. Mandatory recount is required if the difference between the highest number of votes cast and the next highest number of votes is less than or equal to one-half of one percent of the highest number of votes cast. §1-10.5-101(1)(b).</p>
<p><b>November 5 – December 6</b> (immediately after abstract of votes cast is prepared by canvass board and certified to designated election official) (Since 10 days after the last day to certify abstract (November 27) is Saturday, December 7, use Friday, December 6. §1-1-106(5)).</p>	<p>Immediately after the abstract of votes cast for each ballot issue or ballot question has been prepared and certified, the Designated Election Official notifies the governing body of the political subdivision and the petition representatives of election results and makes certificate of election available for public inspection in the office of Designated Election Official for no less than ten days. §1-11-103(2).</p>
<p><b>November 13</b> (by the close of business on the 8<sup>th</sup> day after the election).</p>	<p>Last day to receive a mail ballot from a UOCAVA-eligible elector, if such ballot was postmarked by 7:00 p.m. on the day of election, in order for the ballot to be counted. §1-8.3-111; §1-8.3-113(2); Rule 16.1.</p>
<p><b>November 15</b> (within 9 days after election).</p>	<p>Last day for Designated Election Official to complete verification and counting of provisional ballots. The Secretary of State can designate an alternative period of time if necessary. §1-8.5-105(5); Rule 17.</p>
<p><b>November 15 – December 5</b> (within 10 days after official survey of returns is filed with designated election official) (Since 10 days after last day to file official survey of returns with designated election official is Saturday, December 7, use Friday,</p>	<p>Last day for an eligible elector to file a written statement of intent to contest ballot issue election in district court. §1-11-213(4).</p>

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December 6. §1-1-106(5)).	
<b>December 3</b> (within 28 days after election).	Last day for an interested party to file a notarized, written request for a recount on ballot issues at his or her own expense. §1-10.5-106(2).
<b>December 4</b> (within 1 day after request for recount is filed)	Election official with whom notarized written request for recount is filed notifies the political subdivision that an interested party has requested a recount. §1-10.5-106(2).
<b>December 5</b> (within 30 days after the election).	The results of a <b>Special District</b> election shall be certified to the Division of Local Government. §1-11-103(3); §32-1-104(1).
<b>December 10</b> (no later than the 35 <sup>th</sup> day after election).	Mandatory recount must be completed. §1-10.5-103.
<b>December 12</b> (no later than the 37 <sup>th</sup> day after election).	Requested recount must be completed. §1-10.5-106(2).
<b>December 20</b> (no later than the 45 <sup>th</sup> day after the election).	For <b>special districts</b> : the results of a special district ballot issue election 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 a special district. The special district shall file a copy of certification with the Division of Securities. §32-1-1101.5(1)