



Tuesday, May 03, 2016	2016 REGULAR ELECTION	Form #
January or February Board Meeting	Board Adopts Election Resolution Board formally adopts Election Resolution appointing a Designated Election Official, and choosing type of	SD-4, SD-4.2, SD-5
Friday, January 01, 2016	Earliest date a candidate may submit a self-nomination form for a regular election No earlier than January 1 and no later than the normal close of business on the sixty-seventh day before the date of a regular special district election, any person who desires to be a candidate for the office of a special district director shall file a self-nomination and acceptance form or letter signed by the candidate and by an eligible elector of the state as a witness to the signature of the candidate. C.R.S. §1-13.5-303(1)	SD-6
Monday, January 04, 2016	Polling Places and Precinct Boundary Map Available 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)	
Sunday, January 24, 2016 through Thursday, February 18, 2016	Call for Nominations Not less than seventy-five days nor more than ninety 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 the special district director offices to be voted upon at the election, where a self-nomination and acceptance form may be obtained, the deadline for submitting the self-nomination and acceptance form to the designated election official, and information on obtaining an absentee ballot. C.R.S. §1-13.5-501	SD-6
Tuesday, February 23, 2016	Coordinated Elections (if applicable) Intergovernmental Agreement between the county clerk and recorder and the special district shall be signed no later than seventy days prior to the scheduled election. C.R.S. § 1-7-116(2)	
Friday, February 26, 2016	Deadline for Notice of Self-Nomination and Acceptance Form 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. §1-13.5-302(5)	SD-7
Monday, February 29, 2016	Write-In Candidates 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. § 1-13.5-305	SD-8
Tuesday, March 01, 2016	Cancellation of Election 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. § 1-13.5-513(1) Notice by Publication of Election Cancellation 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. § 1-13.5-513	SD-11 & SD-12 or SD-11 & SD-5 + SD-13
Tuesday, March 01, 2016 Through Friday, March 04, 2016	Lot Drawing If it is determined that your district must conduct an election, notify all candidates of the date, time, and location of the lot drawing to determine the order of the candidate names on the ballot. Said lot drawing must occur prior to the Ballot Certification. C.R.S. § 1-13.5-902(2)	
Friday, March 04, 2016	Certify Ballot Content 60 days before to the election 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. § 1-13.5-511	SD-35 or SD-41
Wednesday, March 09, 2016	Mail Ballot Plan The designated election official responsible for conducting an election that is to be by independent mail ballot pursuant to this part 11 shall, no later than fifty-five days prior to the election, have on file at the principal office of the local government or designated election official a plan for conducting the independent mail ballot election.the plan is a public record. §1-13.5-1103, C.R.S.	SD-43
Friday, March 18, 2016	UOCAVA Ballots Sent No later than 45-days prior to the election, the DEO shall send ballots to those eligible electors who have applied and are designated as a "covered voter" under Uniform and Overseas Citizens Absentee Voting Act (UOCAVA). DEOs receive a list of district UOCAVA voters from the County(ies) Clerk & Recorder(s). C.R.S. §1-13.5-1103(4), 1-8.3-103(1)(d)	
Friday, March 18, 2016	Pro/Con Comments (TABOR) Comments for the TABOR notice due. District will provide two summaries, up to 500 words each, one for and one against the proposed ballot issue. 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. State Constitution Article X, Section 20, Part 3(b)(v), C.R.S. § 1-7-901 (4)	

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Saturday, March 19, 2016	Classes for Election Judges The designated election official shall make available a class of instruction concerning the tasks of an election judge no more than forty-five (45) days prior to each election. C.R.S. § 1-13.5-408	
Tuesday, March 22, 2016	Transmittal of TABOR Notice 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	
Thursday, March 24, 2016	Registered Electors and Property Owners List The Designated Election Official shall order the voter registration list from the county clerk and the property owners' list from the county assessor no later than 40 days (recommended sooner). 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 6 days prior to the election. C.R.S. § 1-13.5-203 & 1-13.5-204, 1-13.5-1105	SD-30.1 & SD-30.2 or SD-40.1 & SD-40.2
Friday, April 01, 2016	Polling Place Printing Ballots & 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. § 1-13.5-902(1)(a) Absentee Ballots Delivered within 72 Hours After it is determined an eligible elector is entitled to an absentee ballot, the DEO shall deliver, as soon as practicable but not more than seventy-two hours after the blank ballots have been received, an official absentee ballot, an identification return envelope with the affidavit or the envelope properly filled in as to address of residence as shown by the records of the County Clerk & Recorder & and instruction card. The delivery must be made either personally in the DEO's office or by mail to the mailing address given in the application for an official absentee voter's ballot. C.R.S. § 1-13.5-1002(2)	
Friday, April 01, 2016	Registered Electors and Property Owners List No later than thirty days prior to the election, 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) & 1-5-304(1) & 1-7.5-107(2)(a)	
Friday, April 01, 2016	TABOR Notice Mailed Article X, Section 20(b) of the State Constitution requires the mailing of the ballot issue package (TABOR Notice) at least thirty (30) days before the election to "All Registered Voters" at each address of one or more active registered electors.	District Attorney and/or CPA to prepare
Monday, April 07, 2014	Election Judge Training The Special District Association will provide election judge training via video; available Monday, April 7, for special district election judges.	SDA
Friday, April 08, 2016	Withdrawal of Ballot Issue or Ballot Question No later than twenty-five (25) days before an election conducted as a coordinated election in November, and at any time prior to any other elections, 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. § 1-13.5-513(2)	
Monday, April 11, 2016 through Monday, April 18, 2016	Mail Ballot – Packets Mailed 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 (22 days before election). C.R.S. § 1-13.5-1105(4)(a)	SD-41,42.1,42.2
Monday, April 11, 2016 through Tuesday, May 03, 2016	Mail Ballots – Ballots Available 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. § 1-13.5-1105(d)	SD-42, SD-44.1
Tuesday, April 12, 2016	Campaign & Political Finance Filings w/ SOS (CPF) C.R.S. § 1-45-108(2)(a)(II), SOS Rule 17.4	
Wednesday, April 13, 2016	Polling Place - Designated by Sign All polling places shall be designated by a sign conspicuously posted at least twenty (20) days before each election. C.R.S. § 1-13.5-502(3)	SD-37.1
Wednesday, April 13, 2016 through Thursday, May 05, 2016	Polling Place Posted Notice of Election The designated election official, at least twenty (20) days before each election, shall give written notice stating the date of the election and hours during which the polls will be open. The Notice will include names of the officers to be elected and any ballot question voted upon. The notice shall be posted until after the election in a conspicuous place in the office of the designated election official, and a copy shall be mailed or emailed to the clerk and recorder. Sample ballots may be used as notices so long as the information required is included in the sample ballot. The DEO will 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. § 1-13.5-502(1)	SD-34
Wednesday, April 13, 2016	Published Notice of Polling Place Election (1) The designated election official shall publish the notice of the election in at least one newspaper having general circulation in the local government on or before the twentieth day prior to the election. C.R.S. § 1-13.5-502(2)(a)	SD-34

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Wednesday, April 13, 2016	<p>Mail Ballot Election Posted Notice of Election The designated election official, at least twenty (20) days before each election, shall give written notice stating the date of the election and hours during which the polls (mail ballot drop-off location) will be open. The notice will also state the date the ballots have or may be mailed if the election is conducted by mail ballot, the mail ballot drop-off locations, the names of the officers to be elected, and any ballot issues and ballot questions to be voted on. The Notice does not need to have the text of the ballot issues or questions. A copy of the Notice must be posted until after the election in a conspicuous place in the office of the designated election official, and a copy mailed or emailed to the Clerk & Recorder. C.R.S. §1-13.5-502(1)</p>	SD-45
Wednesday, April 13, 2016	<p>Mail Ballot Notice of Election The designated election official, or the coordinated election office if so provided by an intergovernmental agreement, no later than twenty (20) days before each election, shall provide notice by publication of a mail ballot election. C.R.S. § 1-13.5-1105(2)(b)</p>	SD-45
Wednesday, April 13, 2016	<p>Election Notice to Create a Financial Obligation A district submitting a ballot issue concerning the creation of any debt or other financial obligation at an election in the district shall post notice of the following information on the district's web site or, if the district does not maintain a web site, at the district's chief administrative office no later than twenty days before the election. See C.R.S. §1-7-908 for required information and other details.</p>	
Monday, April 18, 2016	<p>Mail Ballots – Packet Mailing Deadline Last day to mail the mail ballot packets to each active registered voter. C.R.S. § 1-13.5-1105(4)(a)</p>	
Monday, April 18, 2016	<p>Appointment of Election Judges The Designated Election Official shall appoint election judges no later than 15 days prior to the election. C.R.S. § 1-13.5-401(1). The Designated Election Official shall mail certificates of appointment and acceptance forms to each person appointed. C.R.S § 1-13.5-40.</p>	SD-51, SD-52
Monday, April 18, 2016	<p>Canvassers for Special District Elections At least 15 days before any regular special district election, 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. § 1-13.5-1301(1)</p>	
Monday, April 18, 2016	<p>Canvassers for Coordinated Elections 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</p>	
Monday, April 18, 2016	<p>Counting Mail Ballots 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. § 1-13.5-1107</p>	SD-44.4
Friday, April 29, 2016	<p>Campaign & Political Finance Filings (CPF) C.R.S. § 1-45-108(2)(a)(2), SOS Rule 17.4</p>	
Friday, April 29, 2016	<p>Last Day to Request an Absentee Ballot Last Day to Request an Absentee Ballot The application for an absentee ballot must be filed with the designated election official no later than the close of business on the Friday immediately preceding the election. C.R.S. § 1-13.5-1002(1)(b)</p>	SD-31 OR SD-31.4
Monday, May 02, 2016	<p>Delivery to the Supply Judge 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. § 1-13.5-205</p> <p>Printing and Distribution of Ballots In political subdivisions using paper ballots, the designated election official shall have a sufficient number of ballots printed and distributed to the election judges in the respective polling locations. C.R.S. § 1-13.5-804uocava</p>	
Friday, April 29, 2016 through Tuesday, May 03, 2016	<p>Emergency Mail-in Ballot (1) (a) If an eligible elector is confined in a hospital or place of residence on election day and the confinement occurred because of conditions arising after the closing day to apply for an absentee ballot, the elector may request in a personally signed written statement transmitted by a personally authorized representative that the designated election official send a mail-in ballot with the word "EMERGENCY" stamped or written on the stubs. The ballot shall be returned no later than 7 p.m. on the day of the election. C.R.S. § 1-13.5-1011</p>	SD-35: Stamp or write "EMERGENCY"

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Tuesday, May 03, 2016	ELECTION DAY- POLLS OPEN CONTINUOUSLY FROM 7:00 A.M. TO 7:00 P.M C.R.S. § 1-13.5-601		SD-32.1-32.4, SD-33, SD-33.2 SD-44.1-44.4
Tuesday, May 03, 2016	Election Judges - Oath of Office 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 § 1-13.5-407		SD-54
Tuesday, May 03, 2016	Counting by Counting Judges In precincts with counting judges, the receiving judges, as directed by the DEO, shall deliver ballot boxes to 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.§ 1-13.5-610 Counting without 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 judges shall not adjourn until the counting is finished. C.R.S. § 1-13.5-609		SD-33.2 OR SD-44.4
Tuesday, May 03, 2016	Absentee Ballots Due no Later Than 7PM To be counted, all envelopes containing absentee voter's ballots must be in the hands of the DEO or an election judge for the local government not later than 7PM on election day. C.R.S. § 1-13.5-1006(1) Mail ballots due no later than 7PM The eligible elector may return the marked ballot to the DEO by US Mail or by depositing the ballot at the office of the official or any place identified in the mail ballot plan by the DEO. The ballot must be returned in the return envelope...The ballot shall be received at the office identified in the mail ballot plan filed with the SOS or an identified depository, which shall remain open until 7PM on election day. C.R.S. §1-13.5-1105		
Tuesday, May 03, 2016 through Thursday, May 05, 2016	Unofficial Abstract Posted In addition to all certificates otherwise required to be made of the count of votes cast at any election, the election judges are required to make an abstract of the count of votes containing the names of the offices, the names of the candidates, any ballot issues or ballot questions and the number of votes counted for and against each candidate or ballot measure. Immediately upon completion of the count, the abstract required under subsection (1) of this section must be posted in a conspicuous place that can be seen from the outside of the polling place the abstract may be removed at any time forty-eight hours after the polls close. 1-13.5-615(1)&(2)		SD-22.5
Tuesday, May 17, 2016	Certificate of Election – Non-Coordinated Elections No later than fourteen (14) days after an election, the canvass board shall certify the official statement of ballots for all candidates, ballot issues and ballot questions in that election. The certificate shall be filed with DLG and transmitted to those who were elected. C.R.S. § 1-13.5-1305		SD-25
Friday, May 20, 2016	Certification of Official Abstract of Votes Cast – County Coordinated Elections 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)		
Friday, May 27, 2016	Last Day to Call for Election Recount 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		SD-27
Thursday, June 02, 2016	Last Day to Complete Recount - Partisan/Coordinated The recount shall be completed no later than the thirtieth day after any election. C.R.S. § 1-10.5-103		SD-27
Thursday, June 02, 2016	Election Results and Contact Info - 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)		SD-25
Thursday, June 02, 2016	Oath of Office & Surety Bonds (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		SD-0 & SD-1
Thursday, June 02, 2016	Campaign & Political Finance Filings (CPF) C.R.S. § 1-45-108(2)(a)(F)(II), SOS Rule 17.4		
Friday, June 17, 2016	Special District Debt Authorization 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)		
	Election document retention Election official shall retain the sealed ballots until the time has expired for any contest proceedings or 25 months after the election, whichever is later. All other election records and forms must be preserved for at least six (6) months following the election. §1-13.5-616, C.R.S.		