

MAY 8, 2018 REGULAR POLLING PLACE ELECTION CALENDAR

DATE	ACTION	AUTHORITY
January or February Board Meeting	Board adopts Election Resolution calling the regular election, appointing Designated Election Official, approving any ballot question(s) to be submitted to the electors, if any, and determining other matters.	
1-1-18	Earliest day Self-Nomination and Acceptance forms can be filed with the Designated Election Official or, if none has been designated, with the presiding officer or the Secretary of the Board of Directors (no earlier than January 1 st and no later than the normal close of business on the 67 th day before the election).	1-13.5-303(1) 1-13.5-303(4)
1-29-18	First day to be able to publish call for nominations between 100 days and 75 days before a regular special district election. The call shall state the special district director offices to be voted upon, 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.	1-13.5-501(1)
2-22-18	Last day to publish call for nominations.	1-13.5-501(1)
3-2-18	Last day Self-Nomination and Acceptance forms must be filed with the Designated Election Official or, if none has been designated, with the presiding officer or the Secretary of the Board of Directors (no earlier than January 1 st and no later than the normal close of business on the 67 th day before the election). FCPA NOTE: If the Self-Nomination and	1-13.5-303(1) 1-13.5-303(4)

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	Acceptance form or the Affidavit of Intent to be a Write-in Candidate contains a statement substantially stating "I will not, in my campaign for this office, receive contributions or make expenditures exceeding two hundred dollars (\$200) in the aggregate during the election cycle, however, if I do so, I will thereafter register and file all disclosure reports required under the Fair Campaign Practices Act", then no disclosure reports are required to be filed unless and until the two hundred dollar (\$200) threshold has been met.	1-45-108(1)(c) Article XXVIII, Section 2(2) of the Colorado Constitution Secretary of State Rule 16.4.1 of the Rules Concerning Campaign and Political Finance
3-5-18	Last day to file Affidavits of Intent to be a Write-in Candidate with Designated Election Official (not later than 64 days before the election).	1-13.5-305
3-6-18	Designated Election Official, if instructed by resolution of the Board, may cancel election if there are no more candidates, including write-in candidates, than positions to be filled, and there are no ballot issues or ballot questions, and declare the candidates elected (at the close of business on the 63rd day before the election or anytime thereafter). If the electors are to consider the election of persons to office and any ballot question, the governing body may by resolution withdraw the ballot question and cancel the election at any time prior to the election, if there are no more candidates, including write-in candidates, than positions to be filled. No election may be cancelled in part. Notice of cancellation of the election must be published. The Notice must be posted at each polling location of the special district, in the office of	1-13.5-513(1) 1-13.5-513(3) 1-13.5-513(6)

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	<p>the Designated Election Official, and in the office of the County Clerk and Recorder. A copy of the Notice shall be filed with the Division of Local Government. Designated Election Official shall notify the candidates that the election was cancelled and that they were elected by acclamation.</p> <p>SPECIAL NOTE: If the election is cancelled, the term of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the special district <i>following the date of the election</i>, but no later than thirty (30) days <i>following the date of the election</i> and upon the signing of an oath and posting of a bond.</p>	1-13.5-112(2)
3-9-18	<p>Certify ballot content (no later than 60 days before the election). Every ballot shall contain the names of all duly nominated candidates for the offices to be voted for at the election. The arrangement of the names shall be established by lot at any time prior to the certification of the ballot. The Designated Election Official shall notify the candidates of the time and place of the lot drawing for the ballot. The drawing shall be performed by the Designated Election Official or a designee. If any ballot questions will be included on the ballot, they must follow the list of candidates.</p> <p>Designated Election Officials of special districts with overlapping boundaries must meet, confer and, if practical, hold the elections in a manner that will permit the eligible electors in the overlapping area to vote in all of such elections at one polling place.</p>	<p>1-13.5-511 1-13.5-902(2) 1-13.5-902(7)</p> <p>1-13.5-504(3)</p>
3-9-18	FCPA NOTE: Each candidate or the Designated Election Official shall file with the Secretary of State	1-45-108(3) 1-45-108(3.3)

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	<p>a copy of such candidate’s Self-Nomination and Acceptance forms or Affidavits of Intent to be a Write-In Candidate, no later than 60 days before the election. If the Self-Nomination and Acceptance form contains a statement that the candidate is familiar with the provisions of the Fair Campaign Practices Act, then no filing of a “Candidate Affidavit” under the Fair Campaign Practices Act is required.</p> <p>FCPA NOTE: A candidate who does not accept contributions but who expends money for campaign purposes shall not be required to form a Candidate Committee, but shall be required to file disclosure reports for the reporting periods during which the expenditures are made.</p> <p>FCPA NOTE: Candidate Committees shall register with the Secretary of State before accepting or making any contributions. Issue Committees shall register with the Secretary of State within 10 calendar days of accepting or making contributions or expenditures in excess of \$200 to support or oppose any ballot issue or ballot question.</p>	<p>1-45-110(1)</p> <p>Article XXVIII, Section 2(10), Colorado Constitution</p> <p>Secretary of State Rules 2.1 and 16.1 of the Rules Concerning Campaign and Political Finance</p>
<p>3-23-18</p>	<p>Designated Election Official shall mail absentee ballots to those eligible electors who have applied and are designated as a “covered voter” under the Uniform and Overseas Citizens Absentee Voting Act (UOCAVA) (not later than 45 days before the election).</p>	<p>1-13.5-618 1-8.3-103(1)(d) 1-8.3-110(1)</p>
<p>3-24-18</p>	<p>Earliest date to hold a class of instruction concerning the tasks of an election judge (not more than 45 days prior to the election).</p>	<p>1-13.5-408</p>

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3-29-18	Last day for the Designated Election Official to order the voter registration and property owners lists (no later than 40 days prior to election). Designated Election Official may order an initial voter registration and property owners lists be received 30 days prior to the election, with a supplemental list provided 20 days prior, or complete lists provided as of the 6 th day prior to the election	1-13.5-203(1) 1-13.5-204(1) 1-13.5-204(2)
4-6-18	If requested, County Clerk and Recorder shall certify initial list of registered voters and County Assessor shall certify initial list of property owners (no later than 30 days prior to election). Designated Election Official shall have available printed ballots (at least 30 days prior to election).	1-13.5-203(1)(a) 1-13.5-204(2) 1-13.5-902(1)(a)
4-9-18	Mail absentee voter's ballot to each of those eligible electors on the list of permanent absentee voters or those eligible electors who have applied for an absentee ballot (not more than 72 hours after the blank ballots have been received).	1-13.5-1002 (2)(b)
4-17-18	FCPA NOTE: File Candidate Committee or Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Secretary of State (21 st day before the election).	1-45-108 (2)(a)(II)
4-18-18	Last day to publish Notice of the election once (at least 20 days before the election). Post Notice in the office of the Designated Election Official. Mail a copy of the Notice to the County Clerk and Recorder of each county in which the special district is located.	1-13.5-502(1) 1-13.5-502(2)

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	<p>Post Notice of Polling Place at each polling place (at least 20 days prior to election).</p> <p>If requested, County Clerk and Recorder shall supply supplemental list of registered voters and County Assessor shall supply supplemental list of property owners (no later than 20 days prior to election).</p>	<p>1-13.5-502(3)</p> <p>1-13.5-203(1)(a) 1-13.5-204(2)</p>
4-23-18	<p>Designated Election Official shall appoint election judges (at least 15 days prior to election). Designated Election Official shall mail certificates of appointment and acceptance forms to each person appointed. Each election judge shall file an acceptance of appointment with the Designated Election Official within seven (7) days after certificate of appointment and acceptance forms were mailed.</p> <p>Designated Election Official shall appoint at least one member of the special district Board and at least one eligible elector of the special district who is not a member of such Board to serve with the Designated Election Official as the Canvass Board for the election (at least 15 days prior to election).</p>	<p>1-13.5-401(1) 1-13.5-403 1-13.5-404</p> <p>1-13.5-1301(1)</p>
4-26-18	<p>If special district is using voting machines or an electronic voting system for the use of absentee voters, such voting machines or electronic voting system must be available from 12 days prior to the election until the close of business on the Friday preceding the election.</p>	<p>1-13.5-1007(1) 1-13.5-1007(2)</p>
5-1-18	<p>Last day to request an absentee ballot (close of</p>	<p>1-13.5-1002</p>

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	business on Tuesday preceding election).	(1)(b)
5-2-18	If requested, County Clerk and Recorder shall supply complete list of registered voters and County Assessor shall supply complete list of property owners (as of the 6 th day prior to the election).	1-13.5-203(1)(a) 1-13.5-204(2)
5-4-18	FCPA NOTE: File Candidate Committee or Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Secretary of State (Friday before the election).	1-45-108 (2)(a)(II)
5-7-18	Deliver to election judge the registration records and all necessary election supplies, including ballots, voting booths, etc. (at least one day prior to the election).	1-13.5-205
5-8-18	ELECTION DAY. 7:00 A.M. to 7:00 P.M.	
5-16-18	Last day to receive voted absentee ballot from UOCAVA eligible elector, if such ballot was postmarked by 7:00 p.m. on the day of election, in order for ballot to be counted (by the close of business on the 8 th day after the election).	1-8.3-111 1-8.3-113(2)
5-22-18	Canvass Board shall certify the official abstract of votes cast at the election (no later than the 14 th day after the election). A copy of the certificate of election results shall be filed with the Division of Local Government. The DEO shall transmit to each person declared to be elected a certificate of the person's election. The term of office of each newly elected person shall commence at the next meeting of the Board of	1-13.5-1305(1) 1-13.5-1305(2) 32-1-104(1) 1-13.5-112(1) 1-13.5-112(2)

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	Directors of the special district following the election, but no later than thirty (30) days following the date the election results were certified and upon the signing of an oath and posting of a bond. If the election was cancelled, the term of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the special district following the date of the election, but no later than thirty (30) days following the date of the election and upon the signing of an oath and posting of a bond.	
6-7-18	FCPA NOTE: File Candidate Committee or Issue Committee Report of Contributions and Expenditures with the Secretary of State (30 days after the election).	1-45-108 (2)(a)(II)
	Election official shall retain the sealed voted ballots until time has expired for any contest proceedings or 25 months after the election, whichever is later. All other election records and forms shall be preserved for at least six (6) months following the election.	1-13.5-616(1) 1-13.5-616(2)