EL PASO COUNTY, COLORADO OFFICE OF THE COUNTY CLERK AND RECORDER

2001 ELECTION CALENDAR

November 6, 2001

Coordinated Election

NOTICE

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ELECTION CALENDAR FOR COORDINATED ELECTION NOVEMBER 6, 2001

Revised 2-6-01

Timeline with critical dates for school election officials, municipal election officials and special district ballot questions.

DATE	EVENT/ACTION	CITATION
JANUARY 1, 2001	ABSENTEE BALLOT	CRS 1-8-104 (3)
	Earliest day to apply for an absentee ballot for the November 6, 2001 Coordinated Election	
MAY 16, 2001	LAST DAY TO SET TITLE FOR INITIATIVES	CRS 1-40-106(1)
(No later than the 3 rd Wednesday in May)	Last day to set title for statewide initiatives for the 2001 election.	
JULY 9, 2001	MAP	CRS 1-5-102(2)
(No later than 120 days prior to the election)	County Clerk shall prepare a map of the County showing the location of the polling places and precincts utilized in the last November election 120 days prior to a special district election or regular election of any other political subdivision.	
July 30, 2001	POLITICAL SUBDIVISION	CRS 1-7-116(5)
(100 days before the election)	If, by one hundred 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. School districts must participate in the form of the election chosen by the County Clerk.	
August 7, 2001	MUNICIPAL NOMINATING PETITIONS	CRS 1-4-805
(91st day prior to the election)	Earliest day a municipal candidate can circulate and have signed a nominating petition. Petitions are filed with the municipal clerk.	
August 8, 2001	POLLING PLACE FOR COORDINATED ELECTION	CRS 1-5-102.5
(No later than 90 days prior to the election)	County clerk and recorder after 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 elector to vote for all ballot issues, ballot questions, and candidates voted on the same date.	
	CALL FOR NOMINATIONS-SCHOOL BOARD DIRECTORS	
	Last day for designated election official to publish a call for nomination for school board director election. This call shall state which director offices will be voted on at the Coordinated Election, where nomination petitions may be obtained, and the deadline for submitting the nominating petitions to the designated election official. No petition shall be circulated prior to the	SOS Rule 3.1 & 5.5

	call for nominations being published, or 90 days before the election, whichever occurs first.	
August 27, 2001	NOMINATION PETITION DEADLINE-MUNICIPAL CANDIDATES	CRS 1-4-805
(No later than the 71st day prior to the date of the election)	Last day to file municipal candidate nominating petitions with the municipal clerk.	
August 31, 2001	AMEND NOMINATING PETITION-MUNICIPAL CANDIDATES	CRS 1-4-805
(Before the 67 th day before the election)	The petition may be amended to correct or replace signatures that the clerk finds are not in apparent conformity with the requirements of the municipal election code.	
August 31, 2001	NOMINATION PETITION DEADLINE-SCHOOL BOARD	CRS 1-4-803
(No later than 67 days	DIRECTORS	CRS 22-31-107
before the election)	Last day to file School Board Director candidates nomination petitions and written notice of intent to be a candidate with the designated election official.	
SEPTEMBER 4, 2001	WRITE -IN CANDIDATES	CRS 1-4-1102 (2)
(Close of business on the 64 th day before the election)	Last day to file Affidavit of Write-In for a School Board Director candidate.	
September 4, 2001	CANCELLATION DEADLINE-NONPARTISAN CANDIDATES	CRS 1-5-208 (1.5) (3) (4)
(Close of business on the 63 rd day before the election)	Election may be canceled if there is no contest, including candidates filing write-in candidate affidavits. The designated election official may cancel the election if instructed by resolution of the board of education and declare the candidates to be elected. No election can be canceled in part.	(4)
September 7, 2001 (No later than 60 days prior to the election)	INTERGOVERNMENTAL AGREEMENT Last day municipalities, special districts and school districts to sign an intergovernmental agreement with the County Clerk and Recorder to conduct the election in each county or counties in which the district is located.	CRS 1-7-116 (2)
September 7, 2001	BALLOT ORDER-NONPARTISAN ELECTIONS	CRS 1-5-406
(Before ballot certification)	Last day for the arrangement of the names to be established by lot. The designated election official shall notify the candidates of the time and place of the lot drawing for the ballot.	
September 12, 2001	CERTIFY BALLOT CONTENT	CRS 1-5-203 (3a)
(No later than 55 days before any election)	The designated election official of the municipality, special district or the school district shall certify the ballot content to the County Clerk and Recorder. The ballot content shall include the name and office of each candidate and any ballot issue(s) to be voted on. (Unless IGA specifies something different.)	
	The Secretary of State shall certify the order of the ballot and ballot content with respect to such ballot issues or ballot questions to the county clerk and recorder of each county.	
	The State or a political subdivision that issues a certificate of ballot content shall be solely responsible for the accuracy of the information contained in	CRS 1-5-203 (3b)

	the certificate.	
	Last day to notify SOS and submit plan for Mail Ballot Election. SOS must approve/disapprove within 15 days of receipt.	CRS 1-5-203 (3c)
		CRS 1-7.5-105(1)(2)
September 21, 2001	COMMENTS FOR TABOR NOTICE	Colorado Constitution, Art 10, Sec. 20
(Friday before the 45 th day before the election)	Last day to file written comments for and against (pro and con) the ballot issue with the designated election official in order to be included in the issue mailing.	(3)(b)(v); CRS 1-7-901(4)
(No later than 45 days before the regular election)	APPOINTMENT OF ELECTION JUDGES(Not coordinated by the County Clerk and Recorder)	CRS 1-6-105(1)
(No later than 45 days	The governing body with authority to call elections shall appoint election judges for the district	
before the election)	ALTERNATE BALLOT COUNT	
	Final day Secretary of State to approve alternate method of ballot count.	CRS 1-7-603
September 24, 2001	SUMMARY OF TABOR COMMENTS	CRS 1-7-903 (3)
-no later than 4:00pm (43 days before the election)	Petition representatives are required to summarize favorable comments in favor of their petition shall submit the summary, in typewritten form, to the designated election official for the jurisdiction in which the petition is presented. If the petition representatives do not file a summary, the designated election official shall print in the issue mailing where the summary would have appeared "No summary was filed by the statutory deadline".	
	TRANSMITTAL OF TABOR NOTICE	CRS 1-7-904
September 25, 2001 (No later than 42 days before the election)	Final day for the designated election official to deliver to the County Clerk and Recorder the full text of any required ballot issue notice	
September 27, 2001	APPROVAL OR DISAPPROVAL OF THE MAIL BALLOT PLAN	CRS 1-7.5-105(2)
(40 days before the election)	Last day for Secretary of State to give written approval or disapproval of a submitted mail ballot plan.(15 days from receipt of plan)	
	REGISTRATION RECORDS-NONPARTISAN ELECTION	
(No later than the 40 th day preceding the election)	The designated election official shall order the registration records from the County Clerk and Recorder.	CRS 1-5-303(1)
	LIST OF PROPERTY OWNERS-NONPARTISAN ELECTION	
	The designated election official shall order the list of property owners from the County Assessor.	
	the County Assessor.	

OCTOBER 5, 2001	BALLOTS PRINTED	CRS 1-5-403(1)
(No later than 32 days before the election)	Official ballots for the Coordinated Election shall be printed and in the possession of the County Clerk and Recorder.	
October 5, 2001	TABOR NOTICE MAILED	Colorado Constitution Article X, Sec 20
(At least 30 days before election)	Last day County Clerk and Recorder to mail Tabor Issue package to each address of one or more active registered voters who reside in the county.	(3)(b)
	BALLOTS PRINTED	
	Ballots for nonpartisan elections must be printed and in the possession of the designated election official.	CRS 1-5-406
	STATEWIDE INFORMATION BOOKLET	
October 5, 2001	Last day for Legislative Council staff to cause the ballot information booklet for statewide measures to be distributed to active registered voters statewide.	Colorado Constitution Article V, Sec 1 (7.5)(b); CRS 1-40-124.5
October 9, 2001	REGISTRATION RECORDS & LIST OF PROPERTY OWNERS	CRS 1-5-303(1);
(30 th day prior to election; * 10/8 is holiday thus deadline extended by 1-1-106 & 1-2-201(3))	The designated election official of a special district may order the list of registered voters and of all recorded owners of taxable real and personal property within the special district as of the 30 th day before the election with a supplementary list to be provided on the 20 th day before the election.	CRS 1-5-304 (2)
	For special district mail ballot elections, which is not coordinated, the county clerk and recorder and county assessor of each county in which a special district is located shall certify and submit to the election official a property owner's list and a list of registered electors residing within the district.	
		CRS 1-7.5-107(2)(a)
October 9, 2001	RESIDENCY DEADLINE	CRS 1-2-101
(30 days prior to the election; see note * above)	Last day to establish residency (30 days required but 30th day falls on Sunday, so 1-1-106(4) moves to include the next day that is not a holiday)	
October 9, 2001	REGISTRATION DEADLINE	CRS 1-2-201(3)
(No later than 29 days before the election)	Last day to register to vote.	
October 10, 2001	EMERGENCY REGISTRATION & CERTIFICATE OF REINSTATEMENT	CRS 1-2-216(4a); 1-2-217.5
(During the 28 days prior to an election)	First day to issue emergency registration affidavits or Certificates of Reinstatement	

October 12, 2001 (Not less than 25 days prior	Last day to establish precincts and to designate polling places for a nonpartisan election.	CRS 1-5-102; 1-5-104
(Not less than 25 days prior to election)	DEO must maintain voting site for walk-in voting, during regular business hours, through 7 PM Election Day (for reception of mail ballots)	Rule 10.10.2
	Mail ballots shall be available, no sooner than 25 days prior to election, at DEO office for eligible electors who are not otherwise listed 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.	CRS 1-7.5-107(3)(a)
	MAIL BALLOT PACKETS DEO conducting Mail Ballot Election shall mail a mail ballot packet to each eligible elector.	
		GDG 1 7 5 107(0)()
Oct. 12 – Oct. 22		CRS 1-7.5-107(3)(c)
(Not sooner than 25 days and no later than 15 days before election)		
October 15, 2001	REGISTERED ELECTORS LIST Last day to transmit list of registered	CRS 1-1-106(4); 1-2-301(2)(b)
(no later than 5 days after last day to register to vote)	electors to SOS.	1-2-301(2)(0)
October 16, 2001	FAIR CAMPAIGN PRACTICE ACT FILING	CRS 1-45-108 (2a)
(21st day before the election)	Contribution and expenditure report shall be filed with the county clerk and recorder or the municipal clerk on the 21st day before the election. This report will cover from the beginning of the committee's initial filing as a committee through October 11, 2001.	
October 17, 2001	CLASSES FOR ELECTION JUDGES	CRS
(Not more than 20 days prior to the election)	School of instruction for all election judges is to be held not more than 20 days prior to each election.	1-6-101(5)
	REGISTRATION RECORDS & LIST OF PROPERTY OWNERS	
(No later than the 20 th day	The designated election official of a special district may order a complete list of registered voters from the County Clerk and Recorder and a complete	CRS 1-5-303(1);

October 20, 2001	MAIL BALLOT NOTICE Last day for DEO to provide notice of Mail Ballot Election.	CRS 1-7.5-107(2.5)(a)
October 22, 2001	EARLY VOTING	CRS 1-8-202
(No later than 15 days before election)	Earliest day for early voting to begin for November elections conducted by the County Clerk and Recorder.	
	BOARD OF CANVASSERS	
	At least 15 days before any nonpartisan election that is not coordinated by the county clerk and recorder, the governing body or bodies that called the election shall appoint two registered electors of the political subdivision to serve as members of the canvass board. One of the two persons appointed may be a member of the governing body. If the election is coordinated between two or more governing bodies, the canvass board shall be appointed in accordance with the Intergovernmental Agreement.	CRS 1-10-201
	MAILING OF MAIL BALLOTS	
	Last day to mail mail ballot packet.	
	POST CARD NOTICE –NONPARTISAN POLLING PLACE ELECTION	
	No later than 15 days before all nonpartisan elections unless the election will be a mail ballot election, the designated election official shall mail to each household a voter notification card or voter notification letter which contains the household's address, precinct number, polling location, the specific election being noticed, and any other applicable information. The information contained on this notification may be included with the ballot issue notice and if so, no separate mailing is required.	CRS 1-7.5-107 (3)(a) CRS 1-5-206(2)(a)
	CONTINGENCY PLAN Last day to file contingency plan with SOS for electronic vote counting facilities.	
		Rule 9.6
October 25, 2001	POLLING PLACES POSTED Lest day to post polling place signs which must be posted conspicuously for	CRS 1-5-106
(12 days prior to election)	Last day to post polling place signs which must be posted conspicuously for at least 12 days before each election.	
	Last day to change polling places for disabled voter	CRS 1-2-225

October 27, 2001	ELECTION NOTICE DEADLINE	CRS 1-5-205(1)(1.3)(2
(No later than 10 days before election)	Last day the designated official or the coordinated election official as specified in the IGA, to post notice of election, publish notice in newspaper and mail a copy of notice to the County Clerk in counties where the district is located. Sample ballots may be used if they contain all the required information. The notice shall remain posted for 2 days after the election.	
	COUNTING EARLY AND ABSENTEE BALLOTS	
(10 days prior)	Counting of the early and absentee ballots may begin 10 days prior to the election and continue until counting is completed. No information concerning the count shall be released by the election officials or watchers until after 7p.m. on election day.	CRS 1-8-302(2)
NOVEMBER 2, 2001	LAST DAY TO APPLY FOR ABSENTEE BALLOT	CRS 1-8-104(3)
(Friday before election)	Last day to apply for absentee ballot.	
	LAST DAY FOR EARLY VOTING	CRS 1-8-208(3)
	Last day to vote early at the designated locations.	CRS 1-45-108 (2a)
	FAIR CAMPAIGN PRACTICE ACT FILING	
	Contribution and expenditure report shall be filed with the county clerk and recorder of the municipal clerk on the Friday before the election. This report will cover from October 12, 2001 through November 2, 2001.	
November 5, 2001	DELIVERY OF SUPPLIES	CRS 1-5-301(2);1-5-410
(1 day prior to election)	At least one day before the election, the designated election official shall deliver to the supply judge the registration record and all other registration supplies as well as paper ballots or electronic ballot cards, if applicable, for the precinct.	1-3-301(2),1-3-410
NOVEMBER 6, 2001	ELECTION DAY	
	POLLS OPEN FROM 7:00am to 7:00pm	CRS 1-8-115(2); 1-8-113(1)
	EMERGENCY ABSENTEE BALLOTS & ABSENTEE BALLOTS	1 0 113(1)
	Any eligible elector, who is unable to go to the polls because of conditions arising after the closing date for an absentee ballot, may request an emergency absentee ballot. The emergency ballot must be returned by 7:00pm on election day. All absentee ballots must be in the hands of the designated election official by 7:00pm.	CRS 1-7-306; 1-7-602
	COUNTING OF BALLOTS & POSTING OF RETURNS	
	As soon as the polls close, the judges shall begin to count the ballots, if applicable. Immediately after the counting is complete and the reconciliation of the poll book to the ballots cast, the judges shall post the abstract of votes in a conspicuous place which can be seen from the outside of the polling place.	

November 13, 2001	SURVEY OF RETURNS	CRS 1-10-102(1); 1-10-203(1)
(No later than 7 days after election)	Last day the board of canvassers can meet, survey the returns, issue a statement of results and make out the abstract of votes for each office and/or ballot issue.	
	Designated election official notifies candidate(s)/ballot issue of election results.	CRS 1-11-103
November 14, 2001	OFFICIAL ABSTRACT	CRS 1-10-103(1)
(No later than 8 days after an election)	Immediately after the official abstract of votes cast has been certified and no later than the 8 th day after an election, Clerk and Recorder shall transmit to the Secretary of State the portion of the abstract of votes cast that contain the statewide abstract of votes cast.	
November 20, 2001 (No later than 14 th day after election; must be completed no later than 21 days after election.)	MANDATORY RECOUNT Last day to begin a mandatory recount for a nonpartisan election that is not part of a coordinated election.	CRS 1-10.5-104
November 21, 2001	ORGANIZATIONAL MEETING FOR SCHOOL BOARD	CRS 22-32-104
(Within 15 days after the election.)	Within fifteen days after each regular biennial school district election, the secretary of the school district shall call a special meeting of the board for the purpose of selecting officers of the board.	
November 22, 2001 (Within one day after request for recount was filed)	NOTIFICATION OF RECOUNT	CRS 1-10.5-106 (2)
	Election official to notify the county clerk that an interested party has requested a recount.	
November 23, 2001	ELECTION CONTEST	CRS 1-11-213(4)
(Within 10 days after official survey of returns filed)	In a non-partisan election, ballot issue or ballot question election, the contestor must begin the contest process by this date to contest the election results by filing a written statement with the clerk of the district court.	
November 26, 2001	COST OF RECOUNT	CRS 1-10.5-106(2)
(Within 3 days of receiving the request to recount)	The election official who will conduct the recount shall determine the cost of the recount within 3 days of receiving the request to recount. The interested party who requested the recount shall pay the cost, by certified funds, within 2 days of receiving the cost estimate.	
November 27, 2001	MANDATORY RECOUNT COMPLETED	CRS 1-10.5-102(2)
(No later than 21 days after the election)	The mandatory recount must be completed no later than 21 days after the election.	
November 28, 2001	OATH OF OFFICE FOR SCHOOL BOARD MEMBER	CRS 22-31-125
(No later than 15 days following the survey of results)	No later than 15 days following the survey of results, the winning candidate shall take the oath of office. The oath shall be filed with the designated election official for the school district.	

DECEMBER 6, 2001	REQUESTED RECOUNT COMPLETED	CRS 1-10.5-106(2)
(No later than 30 days after election)	Recount must be completed no later than the 30 th day after the election	
	FAIR CAMPAIGN PRACTICE ACT FILING	
	Contribution and expenditure report shall be filed with the county clerk and recorder or the municipal clerk 30 days after the election. This report will cover from November 2, 2001 through December 1, 2001.	CRS 1-45-108 (2a)
	CERTIFICATES OF ELECTION-SPECIAL DISTRICTS	
	The results of a special district election shall be certified to the Division of Local Government within 30 days after the election.	
	Each special district shall register its business address; telephone number and the name of the contact person with the division at the same time as the	CRS 1-11-103 (3)
	election results are filed.	CRS 32-1-104(1)
	The results of special district ballot issue elections to incur general obligation indebtedness shall be certified by the special district by registered 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.	CRS 32-1-1101.5(1)
December 21, 2001	RECONCILED NUMBER OF ACTIVE VOTERS	CRS 1-10-105(5c)
(No later than 45 days after the election)	Clerk and Recorder to transmit to the office of the Secretary of State, the reconciled total number of active, registered voters in each county on election day to be used in the official abstract of votes cast publication.	