



EL PASO COUNTY, COLORADO

OFFICE OF THE COUNTY CLERK AND RECORDER

2003 ELECTION CALENDAR

**November 4, 2003
Coordinated Election**

NOTICE

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06/18/2003

ELECTION CALENDAR FOR COORDINATED ELECTION NOVEMBER 4, 2003

Revised 6-18-03

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

DATE	EVENT/ACTION	CITATION
January 1, 2003	ABSENTEE BALLOT Earliest day to apply for an absentee ballot for the November 4, 2003 Coordinated Election	CRS 1-8-104 (3)
May 21, 2003 (No later than the 3 rd Wednesday in May)	LAST DAY TO SET TITLE FOR INITIATIVES Last day to set title for statewide initiatives for the 2003 election.	CRS 1-40-106(1)
July 7, 2003 (No later than 120 days prior to the election)	MAP 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.	CRS 1-5-102(2)
July 28, 2003 (100 days before the election)	POLITICAL SUBDIVISION 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.	CRS 1-7-116(5)
August 5, 2003 (91 st day prior to the election)	MUNICIPAL NOMINATING PETITIONS Earliest day a municipal candidate can circulate and have signed a nominating petition. Petitions are filed with the municipal clerk.	CRS 1-4-805
August 6, 2003 (No later than 90 days prior to the election)	POLLING PLACE FOR COORDINATED 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. No petition shall be circulated prior to the call for nominations being published, or 90 days before the election, whichever occurs first.	CRS 1-5-102.5 SOS Rule 4.1
August 25, 2003 (No later than the 71 st day prior to the date of the election)	NOMINATION PETITION DEADLINE-MUNICIPAL CANDIDATES Last day to file municipal candidate nominating petitions with the municipal clerk.	CRS 1-4-805
August 28, 2003 (Before the 67 th day before the election)	AMEND NOMINATING PETITION-MUNICIPAL CANDIDATES 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.	CRS 1-4-805
August 29, 2003 (No later than 67 days before the election)	NOMINATION PETITION DEADLINE-SCHOOL BOARD DIRECTORS Last day to file School Board Director candidates nomination petitions and written notice of intent to be a candidate with the designated election official.	CRS 1-4-803 CRS 22-31-107

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2003 (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”.	
September 23, 2003 (No later than 42 days before the election)	TRANSMITTAL OF TABOR NOTICE Final day for the designated election official to deliver to the County Clerk and Recorder the full text of any required ballot issue notice	CRS 1-7-904
September 25, 2003 (40 days before the election) (No later than the 40 th day preceding the election)	APPROVAL OR DISAPPROVAL OF THE MAIL BALLOT PLAN 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 The designated election official shall order the registration records from the County Clerk and Recorder. LIST OF PROPERTY OWNERS-NONPARTISAN ELECTION The designated election official shall order the list of property owners from the County Assessor.	CRS 1-7.5-105(2) CRS 1-5-303(1) CRS 1-5-304
October 3, 2003 (No later than 32 days before the election)	BALLOTS PRINTED Official ballots for the Coordinated Election shall be printed and in the possession of the County Clerk and Recorder.	CRS 1-5-403(1)
October 3, 2003 (At least 30 days before election) October 3, 2003 (At least 30 days before the election)	TABOR NOTICE MAILED 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. BALLOTS PRINTED Ballots for nonpartisan elections must be printed and in the possession of the designated election official. STATEWIDE INFORMATION BOOKLET 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 X, Sec 20 (3)(b), 1-1-106 (5), CRS 1-7-906 (1) CRS 1-5-406 Colorado Constitution Article V, Sec 1 (7.5)(b); CRS 1-40-124.5, CRS 1-1-106 (5)
October 5, 2003 (30 days prior to the election)	RESIDENCY DEADLINE Last day to establish residency	CRS 1-2-101
October 6, 2003 (30 th day prior to	REGISTRATION RECORDS & LIST OF PROPERTY OWNERS	CRS 1-5-303(1); CRS 1-5-304 (2)

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election)	<p>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 30th day before the election with a supplementary list to be provided on the 20th day before the election.</p> <p>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.</p>	CRS 1-7.5-107(2)(a)
October 6, 2003 (No later than 29 days before the election)	REGISTRATION DEADLINE Last day to register to vote.	CRS 1-2-201(3)
October 7, 2003 (During the 28 days prior to an election)	EMERGENCY REGISTRATION & CERTIFICATE OF REINSTATEMENT First day to issue emergency registration affidavits or Certificates of Reinstatement	CRS 1-2-216(4a); 1-2-217.5
October 10, 2003 (Not less than 25 days prior to election)	<p>Last day to establish precincts and to designate polling places for a nonpartisan election.</p> <p>DEO must maintain voting site for walk-in voting, during regular business hours, through 7 PM Election Day (for reception of mail ballots)</p> <p>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.</p>	<p>CRS 1-5-102; 1-5-104</p> <p>Rule 12.6.6</p> <p>CRS 1-7.5-107(3)(a)</p>
Oct. 10 –20, 2003 (Not sooner than 25 days and no later than 15 days before election)	MAIL BALLOT PACKETS DEO conducting Mail Ballot Election shall mail a mail ballot packet to each eligible elector.	CRS 1-7.5-107(3)(c)
October 10, 2003 (no later than 5 days after last day to register to vote)	REGISTERED ELECTORS LIST Last day to transmit list of registered electors to SOS.	CRS 1-1-106(5); 1-2-301(2)(b)
October 14, 2003 (21 st day before the election)	FAIR CAMPAIGN PRACTICE ACT FILING Contribution and expenditure report shall be filed with the county clerk and recorder or the municipal clerk on the 21 st day before the election. This report will cover from the beginning of the committee's initial filing as a committee through October 9, 2003.	CRS 1-45-108 (2) (a) (II)

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<p>October 15, 2003 (Not more than 20 days prior to the election)</p> <p>(No later than the 20th day prior to the election)</p>	<p>CLASSES FOR ELECTION JUDGES School of instruction for all election judges is to be held not more than 20 days prior to each election.</p> <p>REGISTRATION RECORDS & LIST OF PROPERTY OWNERS 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 list of all recorded owners of taxable real and personal property with the special district as of the 20th day before the election.</p>	<p>CRS 1-6-101(5)</p> <p>CRS 1-5-303(1); 1-5-304(2); 1-7.5-107 (2b)</p>
<p>October 15, 2003 (No later than 20 days before the election)</p>	<p>MAIL BALLOT NOTICE Last day for DEO to provide notice of Mail Ballot Election.</p>	<p>CRS 1-7.5-107(2.5)(a)</p>
<p>October 20, 2003 (No later than 15 days before election)</p> <p>(At least one week before starting to count)</p>	<p>EARLY VOTING Earliest day for early voting to begin for November elections conducted by the County Clerk and Recorder.</p> <p>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.</p> <p>MAILING OF MAIL BALLOTS Last day to mail mail ballot packet.</p> <p>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.</p> <p>CONTINGENCY PLAN Last day to file contingency plan with SOS for electronic vote counting facilities.</p>	<p>CRS 1-8-202</p> <p>CRS 1-10-201</p> <p>CRS 1-7.5-107 (3)(a)</p> <p>CRS 1-5-206(2)(a)</p> <p>Rule 11.6.1</p>
<p>October 23, 2003 (12 days prior to election)</p>	<p>POLLING PLACES POSTED 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</p>	<p>CRS 1-5-106</p> <p>CRS 1-2-225</p>

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October 24, 2003 (No later than 10 days before election)	ELECTION NOTICE DEADLINE 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	CRS 1-5-205(1)(1.3)(2), 1-1-106 (5)
October 25, 2003 (10 days prior)	COUNTING EARLY AND ABSENTEE BALLOTS 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)
October 28, 2003 (Tuesday before the election)	LAST DAY TO APPLY FOR ABSENTEE BALLOT BY MAIL Last day to apply for absentee ballot.	CRS 1-8-104(3)
October 31, 2003 (Friday before the Coordinated election)	LAST DAY FOR EARLY VOTING Last day to vote early at the designated locations. LAST DAY TO APPLY FOR ABSENTEE BALLOT IN PERSON Last day to apply for an absentee ballot. 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 10, 2003 through October 26, 2003.	CRS 1-8-208(3) CRS 1-8-104(3) CRS 1-45-108 (2a)
November 3, 2003 (1 day prior to election)	DELIVERY OF SUPPLIES 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. FAIR CAMPAIGN PRACTICE ACT FILING Contribution and expenditure reports are to be filed annually in off-election years for Committees that have not terminated and for candidates that have filed for the 2004 Election. Contribution and expenditure reports are to be filed by individuals that ran in the 2002 General Election. This report will cover from December 1, 2002 through October 29, 2003. The report is to be filed on the first day of the month in which the anniversary of the major election occurs.	CRS 1-5-301(2);1-5-410 CRS 1-45-108 (2) (a)(II) CRS 1-1-106 (4)
November 4, 2003	<p style="text-align: center;"><u>ELECTION DAY</u> <u>POLLS OPEN FROM 7:00am to 7:00pm</u></p> EMERGENCY ABSENTEE BALLOTS & ABSENTEE BALLOTS 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	CRS 1-8-115(2); 1-8-113(1) CRS 1-7-306; 1-7-602

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	<p>the hands of the designated election official by 7:00pm.</p> <p>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.</p>	
<p>November 19, 2003 (No later than 15 days after election)</p> <p>(Within 15 days after the election.)</p>	<p>SURVEY OF RETURNS 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.</p> <p>ORGANIZATIONAL MEETING FOR SCHOOL BOARD 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.</p>	<p>CRS 1-10-102(1)</p> <p>CRS 1-11-103</p> <p>CRS 22-32-104</p>
<p>November 20, 2003 (No later than 16 days after an election)</p>	<p>OFFICIAL ABSTRACT Immediately after the official abstract of votes cast has been certified and no later than the 16th 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.</p>	<p>CRS 1-10-103(1)</p>
<p>November 29, 2003 (No later than 25th day after election; must be completed no later than 40 days after election.)</p>	<p>MANDATORY RECOUNT Last day to begin a mandatory recount for a nonpartisan election that is not part of a coordinated election.</p>	<p>CRS 1-10.5-104, SOS 10.6</p>
<p>December 1, 2003 (Within 25 days of the election)</p>	<p>NOTIFICATION OF RECOUNT Interested party may submit a notarized written request for a recount. Clerk and Recorder is to notify political subdivision within one day after the request for recount was filed.</p>	<p>CRS 1-10.5-106 (2)</p>
<p>December 1, 2003 (Within 10 days after official survey of returns filed)</p>	<p>ELECTION CONTEST 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.</p>	<p>CRS 1-11-213(4), 1-1-106</p>
<p>December 4, 2003 (Within 3 days of receiving the request to recount)</p> <p>(No later than 15 days following the survey of results)</p>	<p>COST OF 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.</p> <p>OATH OF OFFICE FOR SCHOOL BOARD MEMBER 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.</p>	<p>CRS 1-10.5-106(2)</p> <p>CRS 22-31-125</p>

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(30 days after the Election) (Within 30 days of the Election)	<p>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 October 27, 2003 through November 30, 2003.</p> <p>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 election results are filed.</p>	<p>CRS 1-45-108 (2) (a) (II)</p> <p>CRS 32-1-104(1), CRS 1-11-103 (3)</p>
December 12, 2003 (No later than 40 days after the election)	<p>MANDATORY RECOUNT COMPLETED The mandatory recount must be completed no later than 40 days after the election.</p>	CRS 1-10.5-103
December 12, 2003 (No later than 40 days after election)	<p>REQUESTED RECOUNT COMPLETED Recount must be completed no later than the 30th day after the election.</p>	CRS 1-10.5-106(2), 1-1-106
(Within 45 days of the election)	<p>RECONCILED NUMBER OF ACTIVE VOTERS 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.</p> <p>SPECIAL DISTRICT DEBT 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.</p>	<p>CRS 1-10-105(5c)</p> <p>CRS 32-1-1101.5(1)</p>