



# FUNDAMENTALS OF AN ELECTION CALENDAR

2022 Statutory Town Webinar Series, Part I

Colorado Municipal League

November 18, 2021

# PRE-CALENDAR CREATION PROCEDURES

- Have calendar pages on hand (either paper copies or online) for the months January through April 2022, at a minimum.
- Review and become familiar with Title 31, Article 10, the Colorado Municipal Election Code of 1965. (**READ THE STATUTES!!!**)
- Review other materials (2021 Election Book, CO Constitution/Title 1 for TABOR requirements).
- Contact county clerk
  - To determine whether UOCAVA-covered voters reside within the municipality
  - To identify his/her responsibility and dates for providing voter lists
  - To request office availability throughout entire election day (7:00 a.m. to 7:00 p.m.)

# DETERMINING SPECIFIC DATES

## GENERAL PROCEDURES

- When counting backwards from election day, begin with the day *before* the election. The day of the election is never included and should be considered as 'Day Zero'.
- When counting forwards from election day, begin with the day *after* the election. The day of the election is never included and should be considered as 'Day Zero' .
- Pay attention to the following phrases:
  - Prior to
  - No later than
  - Not earlier than
  - Before

# DETERMINING SPECIFIC DATES

## GENERAL PROCEDURES

- Count ALL calendar days, including weekends and holidays, unless the words 'business days' are specifically indicated.
- In dealing with weekends and holidays, in general:
  - If anything having to do with the nomination petition process, including amending petitions, withdrawals, filing notices of intent to be a write-in candidate, falls on a weekend or holiday, the **last day** to complete the procedure is the preceding Friday.
  - If any other procedure falls on a weekend or holiday, the **last day** to complete the procedure is extended to the day following the weekend or holiday.

# DETERMINING SPECIFIC DATES

- ONLY include dates for procedures that are actually a part of the election
- ONLY include dates that pertain to the actual form of the election
- Include 'preparation' dates along with actual dates
- Identify entity responsible for action
- Be sure to include all relevant post-election dates

# ELEMENTS OF A CALENDAR – POLLING PLACE ELECTION

- Nomination petition circulation time period
- Date for amending nomination petitions, withdrawing from nomination, becoming a write-in candidate
- Date to cancel an election
- Absentee ballot application time period
- Appointment of election judges
- Publishing/posting legal notice
- Date to mail out UOCAVA ballots
- FCPA filing deadlines
- Date(s) to receive voter list(s) from county clerk
- Canvass date
- Date to swear in elected officials

# ELEMENTS OF A CALENDAR – MAIL BALLOT ELECTION

- Nomination petition circulation time period
- Date for amending nomination petitions, withdrawing from nomination, becoming a write-in candidate
- Date to cancel an election
- Appointment of election judges
- Publishing/posting legal notice
- Dates to mail out UOCAVA ballots
- Dates to mail out ballots
- FCPA filing deadlines
- Date(s) to receive voter list(s) from county clerk
- Date to begin counting ballots
- Canvass date
- Date to swear in elected officials

# ELEMENTS OF A CALENDAR – OTHER CONSIDERATIONS

- Ballot Issue (TABOR)
  - Date of referral by governing body
  - Date comments are due
  - Date summary is created
  - Date ballot issue notice is mailed out (include preparation dates)



# OTHER ELECTION CALENDARS

- In addition to creating an office election calendar, it is suggested that a calendar for candidates and issue committees be created and available for distribution
- A candidate election calendar should include:
  - Dates for circulating nomination petitions
  - Date for amending nomination petitions
  - Dates for filing pre- and post-election campaign finance reports, including annual report
  - Date for withdrawing from nomination
  - Date swearing-in will take place
  - Date for requesting a mandatory recount (if necessary)
  - Date recount would be conducted (if necessary)
  - Date to make a legal contest to election results
  - Date election could be cancelled
  - Date ballots will be mailed out **(MB)**

# OTHER ELECTION CALENDARS

- An issue committee calendar should include:
  - Dates for filing pre- and post-election campaign finance reports, including annual report
  - Date ballots will be mailed out (**MB**)
  - Date for submitting comments for inclusion in a TABOR issue notice (if necessary)
  - Date for requesting a mandatory recount (if necessary)
  - Date recount would be conducted (if necessary)
  - Date to make a legal contest to election results

# IIMC Credit

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- Form available at [www.cml.org](http://www.cml.org)
  - Top Menu: Education & Training > For Clerks
- Complete and submit form to Kathie Novak at [CMCAClerks@gmail.com](mailto:CMCAClerks@gmail.com)
- Register for future webinars
  - Dec. 9, 2021: Nomination Petitions and Signatures Webinar
  - Jan. 20, 2022: Ballots and Canceling an Election
  - Mar. 10, 2022: Canvass, Recounts, and Final Questions
  - Apr. 21, 2022: Debrief and Tales to Tell

# CML 2021 Election Book

- One free copy mailed to all members in early November
  - If your municipality did not receive one, please contact Melissa Mata at [mmata@cml.org](mailto:mmata@cml.org)
- More copies available for purchase at the CML store: [www.cml.org](http://www.cml.org)
- PDF versions are available for free for members
  - Add the PDF to your cart
  - Place the order (charge will be \$0.00)
  - Access link to download file