



FUNDAMENTALS OF AN ELECTION CALENDAR

2024 Statutory Town Webinar Series, Part I

Colorado Municipal League

November 16, 2023

PRE-CALENDAR CREATION PROCEDURES

- Have calendar pages on hand (either paper copies or online) for the months January through April 2024, 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 (2023 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 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 – NEW!
- 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 – NEW!
- 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 mandatory recount or requesting a non-mandatory recount (if necessary)
 - Date mandatory/non-mandatory recount would be conducted (if necessary)
 - Date to make a legal contest of 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 mandatory recount or requesting a non-mandatory recount (if necessary)
 - Date mandatory/non-mandatory recount would be conducted (if necessary)
 - Date to make a legal contest to election results

ELECTION CALENDAR 'DON'TS

- Don't rely on someone else's calendar
- Don't NOT read the state statutes
- Don't use old forms without checking to see if the information is still current and/or required
- Don't wait until the last minute to prepare calendar