FUNDAMENTALS OF AN ELECTION CALENDAR

2026 Statutory Town Webinar Series, Part I

Colorado Municipal League

November 13, 2025

TYPES OF ELECTION CALENDARS

- Municipal clerk office calendar

  - This calendar includes all actions and deadlines for those actions, along with any preparation requirements, whether performed by the municipal clerk or another entity (count clerk, etc.)

- Candidate/Committee calendar

  - This calendar includes only those actions and deadlines for those actions that candidates and committee representatives need to know, including and not limited to filing deadlines, etc.

PRE-CALENDAR CREATION PROCEDURES

- Have calendar pages on hand (either paper copies or online) for the months January through April 2026, at a minimum.

- Review and become familiar with Title 31, Article 10, the Municipal Election Code of 1965. (**READ THE STATUTES!!!**)

- Review other materials (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 backward from election day, begin with the day *before* the election. The day of the election is <u>never</u> included and should be considered as 'Day Zero'.

- When counting forward from election day, begin with the day *after* the election. The day of the election is <u>never</u> included and should be considered as 'Day Zero' .

- Pay attention to the following phrases:

  - Prior to

  - No later 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 <u>preceding Friday.</u>

  - If any other procedure falls on a weekend or holiday, the **last day** to complete the procedure is <u>extended to the day following </u>the weekend or holiday.

DETERMINING SPECIFIC DATES

- ONLY include dates for procedures that are needed for 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 (both legal and operational deadlines)
- Publishing/posting legal notice (date to send notice to newspaper and publication date)
- Date to mail out UOCAVA ballots
- FCPA filing deadlines – NEW! See 1-45-108(2)(a)(II) and (II.5)
- 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 (both legal and operational deadlines)
- Publishing/posting legal notice (date to send notice to newspaper and publication date)
- Dates to mail out UOCAVA ballots
- Dates to mail out ballots
- FCPA filing deadlines – NEW! See 1-45-108(2)(a)(II) and (II.5)
- 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 include everything in state statute or in the SOS coordinated election calendar; only include actions/dates that directly apply to the election being held

- 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 and don't simply copy the elements of a previous calendar without checking to see if the actions/dates are valid

- Don't include polling place actions into a mail ballot calendar and vice versa

- Don't wait until the last minute to prepare calendar