

May 3, 2016 Regular **Mail Ballot** Election Calendar

Date	Action	Authority
January or February Board Meeting	Board adopts Election Resolution calling the regular mail ballot election, appointing Designated Election Official, approving any ballot question(s) or ballot issue(s) to be submitted to the electors, if any, and determining other matters.	
1-1-16	Earliest day Self-Nomination and Acceptance forms can be filed with the Designated Election Official or, if none has been designated, with the presiding officer or the Secretary of the Board of Directors (no earlier than January 1st and no later than the normal close of business on the 67th day before the election).	1-13.5-303(1) 1-13.5-303(4)
1-25-16	First day to be able to publish call for nominations between 100 days and 75 days before a regular special district election. The call shall state the special district director offices to be voted upon, where a Self-Nomination and Acceptance form may be obtained, the deadline for submitting the Self-Nomination and Acceptance form to the Designated Election Official, and information on obtaining an absentee ballot.	1-13.5-501(1)
2-18-16	Last day to publish call for nominations.	1-13.5-501(1)
2-26-16	Last day Self-Nomination and Acceptance forms must be filed with the Designated Election Official or, if none has been designated, with the presiding officer or the Secretary of the Board of Directors (no earlier than January 1st and no later than the normal close of business on the 67th day before the election).	1-13.5-303(1) 1-13.5-303(4)
	FCPA NOTE: If the Self-Nomination and Acceptance form or the Affidavit of Intent to be a Write-in Candidate contains a statement substantially stating "I will not, in my campaign for this office, receive contributions or make expenditures exceeding two hundred dollars (\$200) in the aggregate during the election cycle, however, if I do so, I will thereafter register and file all disclosure reports required under the Fair Campaign Practices Act", then no disclosure reports are required to be filed unless and until the two hundred dollar (\$200) threshold has been met.	1-45-108(1)(c) Article XXVIII, Section 2(2) of the Colorado Constitution Secretary of State Rule 16.4.1 of the Rules Concerning Campaign and Political Finance
2-29-16	Last day to file Affidavits of Intent to be a Write-in Candidate with Designated Election Official (not later than 64 days before the election).	1-13.5-305
3-1-16	Designated Election Official, if instructed by resolution of the Board, may cancel election if there are no more candidates, including write-in candidates, than positions to be filled, and there are no ballot questions, and declare the candidates elected (at the close of business on the 63rd day before the election or anytime thereafter). If the electors are to consider the election of persons to office and any ballot question, the governing body may by resolution withdraw the ballot questions and cancel the election at any time prior to the election, if there are no more candidates, including write-in candidates, than positions to be filled. No election may be cancelled in part. Notice of cancellation of the election must be published. The Notice must be posted in the office of the Designated Election Official and in the office of the County Clerk and Recorder. A copy of the Notice shall be filed with the Division of Local Government. Designated Election Official shall notify the candidates that the election was cancelled and that they were elected by acclamation.	1-13.5-513(1) 1-13.5-513(3) 1-13.5-513(6)
	SPECIAL NOTE: If the election is cancelled, the term of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the special district following the date of the election, but no later than thirty (30) days following the date of the election and upon the signing of an oath and posting of a bond.	1-13.5-112(2)
3-4-16	Certify ballot content (no later than 60 days before the election). Every ballot shall contain the names of all duly nominated candidates for the offices to be voted for at the election. The arrangement of the names shall be established by lot at any time prior to the certification of the ballot. The Designated Election Official shall notify the candidates of the time and place of the lot drawing for the ballot. The drawing shall be performed by the Designated Election Official or a designee. If any ballot issue(s) or question(s) will be included on the ballot, they must follow the list of candidates and be placed in the following order: measures to increase taxes; measures to increase debt; then other referred measures, including measures to retain revenues in excess of District's fiscal year spending limit and term limit waiver.	1-13.5-511 1-13.5-902(2) 1-13.5-902(7)
3-4-16	FCPA NOTE: Each candidate or the Designated Election Official shall file with the Secretary of State a copy of such candidate's Self-Nomination and Acceptance forms or Affidavits of Intent to be a Write-In Candidate, no later than 60 days before the election. If the Self-Nomination and Acceptance form contains a statement that the candidate is familiar with the provisions of the Fair Campaign Practices Act, then no filing of a "Candidate Affidavit" under the Fair Campaign Practices Act is required.	1-45-108(3) 1-45-108(3.3) 1-45-110(1)
	FCPA NOTE: A candidate who does not accept contributions but who expends money for campaign purposes shall not be required to form a Candidate Committee, but shall be required to file disclosure reports for the reporting periods during which the expenditures are made.	Article XXVIII, Section 2(10), Colorado Constitution
	FCPA NOTE: Candidate Committees shall register with the Secretary of State before accepting or making any contributions. Issue Committees shall register with the Secretary of State within 10 calendar days of accepting or making contributions or expenditures in excess of \$200 to support or oppose any ballot issue or ballot question.	Secretary of State Rules 2.1 and 16.1 of the Rules Concerning Campaign and Political Finance
3-9-16	Designated Election Official must have on file at the principal office of the special district or Designated Election Official a plan for the conduct of the mail ballot election (no later than 55 days prior to the election).	1-13.5-1104(1)
	SPECIAL NOTE: Pursuant to Section 1-13.5-111(2), all regular elections that will include a TABOR ballot issue must be conducted as a mail ballot election. Such election cannot be conducted as a polling place election.	
3-18-16	Written comments for and against the TABOR ballot issue(s) must be received by the Designated Election Official (45 days before the election). (Comments must be filed by the end of the business day on the Friday before the 45th day before the election).	1-13.5-503(1) 1-7-901(4) Article X, Section 20, Colorado Constitution
3-18-16	Designated Election Official shall mail ballots to those eligible electors who have applied and are designated as a "covered voter" under the Uniform and Overseas Citizens Absentee Voting Act (UOCAVA) (not later than 45 days before the election).	1-13.5-1103(4) 1-8.3-103(1)(d) 1-8.3-110(1)
3-19-16	Earliest date to hold a class of instruction concerning the tasks of an election judge (not more than 45 days prior to the election).	1-13.5-408

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3-24-16	Last day for the Designated Election Official to order the voter registration and property owners lists (no later than 40 days prior to election). Designated Election Officials of overlapping political subdivisions conducting an election shall confer concerning the preparation of the notice required by TABOR ("TABOR Notice") (no later than 40 days prior to the election). Such political subdivisions shall enter into an intergovernmental agreement for the preparation and mailing of the TABOR Notice.	1-13.5-203(1) 1-13.5-204(1) 1-13.5-204(2) 1-13.5-1105(2)(a) 1-13.5-503(1) 1-7-905(2) 1-7-906(3)
4-1-16	Last day for County Clerk and Recorder to certify initial list of registered voters and County Assessor to certify initial list of property owners (no later than 30 days prior to election). NOTE: These lists should be requested to be received prior to this date since the TABOR Notice must also be mailed this date. Designated Election Official shall have available printed ballots (at least 30 days prior to election). Mail TABOR Notice to each household where an active registered elector of the District resides (at least 30 days before the election)	1-13.5-203(1)(a) 1-13.5-204(2) 1-13.5-1105(2)(a) 1-13.5-902(1)(a) Article X, Section 20(3)(b), Colorado Constitution
4-11-16	Designated Election Official may begin mailing to each eligible elector, who is an active registered elector, a mail ballot package, including property owners who are active registered electors, but may not reside within the District. Mail ballots shall be made available at the office of the Designated Election Official, or the office designated in the mail ballot plan, for eligible electors who are not listed on the voter registration or property owners lists, but who are authorized to vote (not sooner than 22 days prior to election).	1-13.5-1105(4)(a) 1-13.5-1105(4)(d)
4-12-16	FCPA NOTE: File Candidate Committee or Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Secretary of State (21st day before the election).	1-45-108(2)(a)(II)
4-13-16	Last day to publish Notice of the election once (at least 20 days before the election). Post Notice in the office of the Designated Election Official. Mail a copy of the Notice to the County Clerk and Recorder of each county in which the special district is located. DEBT OR OTHER FINANCIAL OBLIGATION election. Post notice of additional financial information on District's website, or if no website, in the chief administrative office of the District (no later than 20 days before the election). County Clerk and Recorder shall supply supplemental list of registered voters and County Assessor shall supply supplemental list of property owners (no later than 20 days prior to election).	1-13.5-502(1) 1-13.5-502(2) 1-13.5-1105(2)(d) 1-13.5-503(2) 1-7-908(1)(a) 1-13.5-203(1)(a) 1-13.5-204(2) 1-13.5-1105(2)(b)
4-18-16	Last day to mail the ballot packages (no later than 15 days before the election).	1-13.5-1105(4)(a)
4-18-16	Designated Election Official shall appoint election judges (at least 15 days prior to election). Designated Election Official shall mail certificates of appointment and acceptance forms to each person appointed. Each election judge shall file an acceptance of appointment with the Designated Election Official within seven (7) days after certificate of appointment and acceptance forms were mailed. Designated Election Official shall appoint at least one member of the special district Board and at least one eligible elector of the special district who is not a member of such Board to serve with the Designated Election Official as the Canvass Board for the election (at least 15 days prior to election). Election Judges may receive and prepare mail ballots for tabulation. Counting of the mail ballots may begin fifteen (15) days prior to the election and continue until counting is completed.	1-13.5-401(1) 1-13.5-403 1-13.5-404 1-13.5-1301(1) 1-13.5-1107
4-29-16	FCPA NOTE: File Candidate Committee or Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Secretary of State (Friday before the election).	1-45-108(2)(a)(II)
5-3-16	ELECTION DAY. 7:00 A.M. to 7:00 P.M.	
5-11-16	Last day to receive mail ballot from UOCAVA eligible elector, if such ballot was postmarked by 7:00 p.m. on the day of election, in order for ballot to be counted (by the close of business on the 8th day after the election).	1-8.3-111 1-8.3-113(2)
5-17-16	Canvass Board shall certify the official abstract of votes cast at the election (no later than the 14th day after the election). A copy of the certificate of election results shall be transmitted to each person declared to be elected and filed with the Division of Local Government. The term of office of each newly elected person shall commence at the next meeting of the Board of Directors of the special district following the election, but no later than thirty (30) days following the survey of returns and upon the signing of an oath and posting of a bond. If the election was cancelled, the term of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the special district following the date of the election, but no later than thirty (30) days following the date of the election and upon the signing of an oath and posting of a bond.	1-13.5-1305(1) 1-13.5-1305(2) 32-1-104(1) 1-13.5-112(1) 1-13.5-112(2)
6-2-16	FCPA NOTE: File Candidate Committee or Issue Committee Report of Contributions and Expenditures with the Secretary of State (30 days after the election).	1-45-108(2)(a)(II)
6-17-16	For debt authorization elections, mail the election results by certified 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 of the special district and to the Division of Securities (within 45 days after the election). Election official shall retain the sealed voted ballots until time has expired for any contest proceedings or 25 months after the election, whichever is later. All other election records and forms shall be preserved for at least six (6) months following the election.	32-1-1101.5(1) 1-13.5-616(1) 1-13.5-616(2)

SDA would like to thank Micki Wadhams at Collins Cockrel & Cole for developing these Election Calendars, which are a valuable resource for our members.