



2019 COORDINATED ELECTION CALENDAR
November 5, 2019

DATE	TIMING	ACTION	REFERENCE
January-July	January-July	1) Open Seats: Carlson, Young, Murphy, Town Meeting Moderator 2) Update website 3) Council discusses possible Charter amendment issues 4) Start RCV instructions, educational campaign materials 5) Work with SMC on IGA 6) Bond Issue	Good idea
May – July	May – July	Notify newspaper dates to run candidate qualifications/nomination petition/briefing ads	Good idea
July 8 th – Sep 6 th	120 – 60 days before the election	Dates between which Council may pass an ordinance submitting Charter amendments or resolution submitting other issues to voters to Nov 5 th Ballot	31-2-210(4) HRC 6.6
Jul 23 rd Tuesday	105 days before election	Regular Town Council Meeting; 1 st Reading ballot questions	TC Meeting Calendar
Jul 26 th Friday	100 days before the election	1) Deadline to notify County Clerk of intent to participate in the election 2) Must notify of RCV	1-7-116(5) Rule 26.3 1-1-106 (5)
AUGUST 2019			
Aug 1 st Thursday	96 days before election.	Clerk to hold Candidate Informational meeting before packets go out	Good idea
Aug 5 th Monday	92 days before election	Last day to prepare petition forms and candidate packets	1-4-805
Aug 6 th Tuesday	91 days before the election	1) First day nomination petitions can be picked up and circulated 2) Last day a special election could be held prior to regular election	1-4-805 31-10-302 (2) 31-10-108
Aug 7 th Wednesday	90 days before	1) Deadline for county clerk to submit mail ballot plan to SOS (RCV voter instructions must be included) 2) Last day to submit a petition for an amendment to the Town Charter	1-7.5-105 Rule 26.4.2 31-2-210(1)(a)(III)
Aug 13 th Tuesday	84 days before election	Regular Town Council Meeting; Approve IGA, 2 nd readings, ballot language	TC Meeting Calendar



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Aug 26 th Monday	71 days before election	1) Last day to circulate Nomination Petitions. Petitions must be turned in by 5:00 pm 2) Get Voter Registration List From SMC	1-4-805 31-10-302 (6)
Aug 27 th Tuesday	No later than 70 days before the election	Deadline to approve IGA with SMC	1-7-116(2)
Aug 29 th Thursday	Before 67 th day before election	Nomination Petition Cure Deadline	1-4-805
Varies	Within 10 days after becoming a candidate	Fair Campaign Practices Act. Candidates must file affidavit with Town Clerk stating they are familiar with provisions of Fair Campaign Practices Act. If they do not file affidavit, Town Clerk shall notify them by certified mail, return receipt requested, that they will be disqualified if they fail to file an affidavit within 5 business days of receipt of notice.	1-45-110(1), (3)
Varies	Within 3 days after filing nominating petition	Objection to nomination petition must be made	31-10-305
Varies	Within 48 hours after objection is filed	Clerk will determine if objections to nomination petition are sustained	1-4-805 31-10-305
Aug 30 th Friday	64 days before the election	Last day to file affidavit of intent to be write-in candidate (64 days is Labor Day, move to Friday before)	1-4-1102 (2) 1-1-106 (5)
SEPTEMBER 2019			
Sept 3 rd Tuesday	63 days prior	Ballot Order Meeting Last day to withdraw nomination and not appear on ballot	Before ballot order
Sept 6 th Friday	60 days prior	1) Deadline to certify ballot content to county clerk and recorder 2) Registration List Challenge Deadline 3) Last day to publish full text charter amendments regular election	1-5-203 (3)(a) 1-9-101 (1)(a) 31-2-210 (4)
Sept 20 th - by noon Friday	Friday before the 45 th day before the election	Last day to file written pro/con comments concerning TABOR ballot issues	1-7-901(4)
Sept 21 st Saturday	No later than 45 days before	1) Deadline to mail UOCAVA ballots 2) First day county clerk <i>may</i> issue a mail ballot to voter who requests one in person at the county clerk's office	1-8.3-110(1) 1-7.5-107 (2.7)
Sept 23 rd Monday	No later than 43 days before	Last day to deliver ballot issue notices to the County Clerk	1-7-904
OCTOBER 2019			
Oct 1 st Tuesday	No later than 35 days before	1) Last day for county clerk to provide a list of election judges 2) Send county clerk alien voter list	Rule 6.1.4 Good idea



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Oct 4 th Friday	At least 30 days before 32 days before	1) Last day to mail Ballot Issue Notice 2) First day county <i>must</i> be able to issue a mail ballot to a voter who requests one in person	Art. X, Section 20, CO Constitution 1-1-106 (5) 1-7.5-107 (2.7)
Oct 14 th Monday – Columbus Day	22 days prior	1) Residency Deadline – Town Electors 2) First day to mail ballots (except UOCAVA)	HRC 2.4 (A) 1-7.5 107 (3)(a)(I) 1-1-106 (5)
Oct 15 th Tuesday	21 st day prior	FCPA Filing Deadline (Oct 28, 2018 – Oct 10, 2019 OR Dec 2, 2018 – Oct 10, 2019)	1-45-108 (2)(a)
Oct 16 th Wednesday	20 days prior	1) TABOR Financial Data Posted on Website (Town Clerk) 2) Election Publication Deadline (County Clerk)	1-7-908 (1)(a) 1-5-205
Oct 18 th Friday	18 days prior	Last day to mail ballots.	1-7.5 107 (3)(a)(I)
Oct 21 st Monday	15 days prior	Last day to appoint: 1) Canvass Rep 2) RCV Audit Board 3) RCV Election Judges	1-10-201 Rule 26.10.2 31-10-401
Oct 21 st Monday	May begin 15 days before election	Counting of mail ballots may begin and continue until counting is completed. (Results cannot be disclosed until after 7pm on Election Day.)	1-7.5-107.5
Oct 25 th Friday	10 days prior	Election Notice (published by Oct 20 th) must be posted in a conspicuous place in the office of designated election official.	1-5-205 (1.3) 1-5-205
Oct 28 th Monday	8 days prior	First day Voter Service Centers must be open.	1-7.5-107(4.5)(c)
NOVEMBER 2019			
Nov 1 st Friday	4 days prior	First day drop off locations must be open	1-7.5-107 (4.3)(b)
Nov 1 st Friday	Friday before election	Watcher appointment deadline FCPA Filing Act Filing (Oct 11, 2019 – Oct 27, 2019) & Annual	1-7-107 1-45-108 (2)(a)
Nov 5 th Tuesday	1 st Tues after 1 st Mon of Nov odd #ed yrs)	Coordinated Election Day (VSC open 7am – 7pm)	HRC 2.1
Nov 8 th Friday	3 days after	Election Notice can be taken down	1-5-205 (1.3)
Nov 8 th Tuesday	7 days prior to public meeting	RCV - Deadline to post notice of public meeting	Rule 26.10.3



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Nov 13 th Wednesday	8 th day after	1) UOCAVA ballots must be received 2) Last day for elector to cure signature discrepancy, missing sign	1-8.3-113(2) 1-7.5-107(3.5)(d)
Nov 14 th Thursday	Within 9 days after	Last day for provisional ballots to be counted and verified	1-8.5-105 (5)
Nov 15 th Friday	10 th day after	RCV - Public Meeting to select precinct to be audited	Rule 26.10.3
Nov 19 th Tuesday	14 days after	Regular Town Council Meeting; Organizational; Swear-in new members	TC Meeting Calendar
Nov 25 th Monday	Within 20 days after election	Certified copy of amended Charter must be filed with the SOS	31-2-208
Nov 27 th Wednesday	No later than 22 days after	Last day for Canvass Board to certify results	1-10-102 (1)
Nov 29 th Friday	No later than 25 th day after election.	Clerk orders recount, if required	1-10.5-104 1-5-205
DECEMBER 2019			
Dec 3 rd Tuesday	Within 28 days after election.	Interested party may submit notarized written request to Clerk for recount when recount not required	1-10.5-106(2)
Dec 5 th Thursday	30 days after election	FCPA Filing (Oct 28 th – Nov. 30 th)	1-45-108 (2)(a)
Dec 10 th Tuesday	No later than 35 th day after	Last day to complete a statutory recount of any race	1-10.5-103
Dec 12 th Thursday	No later than 37 th day after	Any recount requested by interested party shall be completed	1-10.5-106(2)
FEBRUARY 2020			
Feb. 3 rd Monday	90 days after election	Deadline to mail alien voter notices to those who did not vote	TMC 2-1-70 (i)
<p>If the last day for any act to be done or the last day of any period is a Saturday, Sunday, or legal holiday and completion of the act involves a filing or other action during business hours, the period is extended to include the next day which is not a Saturday, Sunday, or legal holiday. If a statute or rule requires doing an act in "not less than" or "no later than" or "at least" a certain number of days or "prior to" a certain number of days or a certain number of months " before " the date of an election, the period is shortened to and ends on the prior business day that is not a Saturday, Sunday, or legal holiday.</p>			