

Election Calendar for May 5, 2020 Castle Pines North Metro District Election

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| <p>Wednesday, January 1, 2020 through Friday, February 28, 2020</p> | <p>Self-Nomination & Acceptance Form. Earliest date that a potential candidate for CPNMD Director may submit a self-nomination form for a regular election. No earlier than January 1 and no later than the normal close of business on the sixty-seventh day before the date of a regular special district election, any person who desires to be a candidate for the office of a special district director shall file a Self-Nomination and Acceptance Form or letter signed by the candidate and by an eligible elector of the state as a witness to the signature of the candidate. [C.R.S. §1-13.5-303(1)]</p> |
| <p>Monday, January 6, 2020</p> | <p>Polling Places and Precinct Boundary Map Available. County Clerk shall have available for inspection at the office of the County Clerk and for distribution to the Designated Election Official a map of the county showing the location of the polling places and precinct boundaries utilized in the last November election (no later than 120 days prior to a regular special district election). [C.R.S. § 1-5-102(2)]</p> |
| <p>Sunday, January 26, 2020 through Thursday, February 20, 2020</p> | <p>Call for Nominations. Between seventy-five days and one hundred days before a regular special district election, the Designated Election Official shall provide notice by publication of a call for nominations for the election. The call must state the special district director offices to be voted upon at the election, where a self-nomination and acceptance form may be obtained, the deadline for submitting the self-nomination and acceptance form or letter to the designated election official, and information on obtaining an absentee ballot. [C.R.S. §1-13.5-501(1)] "Publication" means printing one time, in one newspaper of general circulation in the special district... See C.R.S. §1-13.5-501(2) for more information about districts that lack a newspaper of general circulation.</p> |

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| Monday, February 24, 2020 | CPNMD Board to Consider Election Resolution. Board formally adopts Election Resolution appointing a Designated Election Official, and choosing type of election (mail ballot or polling place). |
| Tuesday, February 25, 2020 | Coordinated Elections (if applicable). Intergovernmental Agreement between the county clerk and recorder and the special district shall be signed no later than seventy days prior to the scheduled election. [C.R.S. § 1-7-116(2)] |
| Friday, February 28, 2020 | Deadline for Notice of Self-Nomination and Acceptance Form. Self-Nomination and Acceptance forms (including amended forms) must be filed with the Designated Election Official no later than the normal close of business on the 67th day prior to the election. [C.R.S. §1-13.5-303] |
| Monday, March 2, 2020 | Write-In Candidates. An affidavit of intent to be a write-in candidate must be filed not less than 64 days prior to the election for any write-in votes to be counted. The affidavit must indicate that the signer desires the office and is qualified to assume the duties of that office if elected. [C.R.S. § 1-13.5-305] |
| Tuesday, March 3, 2020 | Cancellation of Election. If the only matter before the electors in a nonpartisan election is the election of persons to office and if, at the close of business on the sixty-third day before the election, there are not more candidates than offices to be filled at the election, including candidates filing affidavits of intent, the designated election official, if instructed by resolution of the governing body, shall cancel the election and declare the candidates elected. [C.R.S. § 1-13.5-513(1)] |

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| <p>Tuesday, March 3, 2020</p> | <p>Notice by Publication of Election Cancellation. The governing body shall provide notice by publication of the cancellation of the election. The notice must be published. A copy of the notice shall be posted at each polling place, in the office of the designated election official, and in the office of the clerk and recorder for each county in which the political subdivision is located and, a copy of the notice shall be filed in the office of the division of local government. [C.R.S. § 1-13.5-513]</p> |
| <p>Tuesday, March 3, 2020</p> | <p>Board Resolution Cancelling Election. The results of a special district election shall be certified to the division of local government within thirty days after the election as provided in section 32-1-104 (1), C.R.S. If an election is cancelled, the notice and a copy of the resolution of cancellation shall be filed with the division of local government. [C.R.S. §1-11-103(3)]</p> |
| <p>Tuesday, March 3, 2020</p> | <p>UOCAVA List. Once it is clear your district will conduct an election, immediately contact the Clerk & concerning Uniformed & Overseas Citizen Absentee Voting Act (UOCAVA) voters. (NOTE: Because these ballots must be sent by no later than 45th day before the election, the Designated Election Official must obtain the Clerk & Recorder voters list earlier than proscribed by the Local Government Election Code.)</p> |
| <p>Tuesday, March 3, 2020 through Friday, March 6, 2020</p> | <p>Lot drawing for sequence in which candidate names will appear on ballot. If it is determined that your district must conduct an election, notify all candidates of the date, time, and location of the lot drawing to determine the order of the candidate names on the ballot. Said lot drawing must occur prior to Ballot Certification. [C.R.S. § 1-13.5-902(2)]</p> |

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| <p>Friday, March 6, 2020</p> | <p>Certify Ballot Content. Sixty days before the election, the designated election official shall certify the ballot and the ballot content. Such certification shall be delivered to the county clerk and recorder of each county that has territory within the political subdivision if the election is coordinated with the county clerk and recorder. The ballot shall include any ballot issue or ballot question to be submitted to the eligible electors. [C.R.S. § 1-13.5-511]</p> |
| <p>Wednesday, March 11, 2020</p> | <p>Mail Ballot Plan. The Designated Election Official responsible for conducting an election that is to be by independent mail ballot pursuant to this part 11 shall, no later than fifty-five days prior to the election, have on file at the principal office of the local government or Designated Election Official a plan for conducting the independent mail ballot election. Said plan shall be in the public domain and a matter of public record. [C.R.S. §1-13.5-1104(1)]</p> |
| <p>Friday, March 20, 2020</p> | <p>UOCAVA Ballots Sent. No later than 45-days prior to the election, the Designated Election Official shall mail a ballot to every eligible elector of a district who resides within the boundaries of the district, and who is a covered voter" under Uniform and Overseas Citizens Absentee Voting Act (UOCAVA). Designated Election Officials receive a list of CPNMD's UOCAVA voters from the Douglas County Clerk & Recorder. [C.R.S. §1-13.5-1103(4) and 1-8.3-103(1)(d)]</p> |
| <p>Saturday, March 21, 2020</p> | <p>Classes for Election Judges (earliest). The Designated Election Official shall make available a class of instruction concerning the tasks of an election judge no more than forty-five (45) days prior to each election. [C.R.S. § 1-13.5-408]</p> |

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| <p>Thursday, March 26, 2020</p> | <p>Order List of Registered Electors and Property Owners. The Designated Election Official shall order the voter registration list from the county clerk and the property owners' list from the county assessor no later than 40 days (recommended sooner). Designated Election official may order an initial voter registration list and property owners list to be received 30 days prior to the election, with supplementary lists provided 20 days prior, or complete lists provided 6 days prior to the election. [C.R.S. § 1-13.5-203 & 1-13.5-204, 1-13.5-1105]</p> |
| <p>Friday, April 3, 2020</p> | <p>Polling Place/Mail Ballot Printing of Ballots. The official ballots shall be printed and in the physical possession of the Designated Election Official at least thirty (30) days before the election. [C.R.S. § 1-13.5-902(1)(a)]</p> |
| <p>Friday, April 3, 2020</p> | <p>Absentee Ballots Delivered within 72 Hours. After it is determined that an eligible elector is entitled to an absentee ballot, then the Designated Election Official shall deliver, as soon as practicable but not more than seventy-two hours after the blank ballots have been received, an official absentee ballot, an identification return envelope with the affidavit or the envelope properly filled in as to address of residence as shown by the records of the County Clerk & Recorder and instruction card. The delivery must be made either personally in the Designated Election Official's office or by mail to the mailing address given in the application for an official absentee voter's ballot. [C.R.S. §1-13.5-1002(2)]</p> |
| <p>Friday, April 3, 2020</p> | <p>Initial List of Registered Electors and Property Owners. No later than 30 days prior to the election, the County Clerk & Recorder shall certify and make available an initial list of the registered electors and the County Assessor shall certify and deliver an initial list of all recorded owners of real property within the district. [C.R.S. § 1-13.5-203]</p> |

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| <p>Sunday, April 5, 2020</p> | <p>Print paper ballots at least 30 days prior to the election. The Designated Election Official of each local government using paper ballots shall provide printed ballots for the local government election. The official ballots shall be printed and in the possession of the Designated Election Official at least 30 days before the election. [C.R.S. 13.5-902(1)(a)]</p> |
| <p>Sunday, April 5, 2020</p> | <p>Mail Ballots Must Be Available. Subsequent to the preparation of ballots, but prior to mailing them, the Designated Election Official shall provide a mail ballot to any eligible elector that requests a ballot at the office designated in the mail ballot plan. [C.R.S. 1-13.5-1105(3)]</p> |
| <p>Friday, April 10, 2020</p> | <p>Withdrawal of Ballot Issue or Ballot Question. No later than 25 days before the election, a governing body may, by resolution, withdraw one or more ballot issues or ballot questions from the ballot. The ballot issues and ballot questions shall be deemed to have not been submitted and votes cast on them shall either not be counted or shall be deemed invalid by action of the governing body. [C.R.S. § 1-13.5-513(2)]</p> |
| <p>Monday, April 13, 2020 through Monday, April 20, 2020</p> | <p>Mail ballot packet to each active registered voter. No sooner than 22 days before the election, and no later than 15 days before the election, the Designated Election Official shall mail to each active registered voter a mail ballot packet. [C.R.S. § 1-13.5-1105(4)(a)]</p> |
| <p>Monday, April 13, 2020 through Tuesday, May 5, 2020</p> | <p>Make Extra Mail Ballots Available. Mail ballots shall be available at the Designated Election Official's office for eligible electors who are not listed or who are listed as “Inactive” on the county voter registration records or, for special district mail ballot elections, on the property owners' list or the registration list if otherwise authorized to vote. (Such voters would not have been sent a ballot in the mail.) [C.R.S. § 1-13.5-1105(4)(d)]</p> |

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| <p>Tuesday, April 14, 2020</p> | <p>Campaign & Political Finance Filings w/ Colorado Secretary of State, C.R.S. § 1-45-108(2)(a)(II), C.R.S. § 1-45-109(1)(a)(II), Secretary of State Campaign & Political Finance Rule 17.4</p> |
| <p>Wednesday, April 15, 2020 through Thursday May 7, 2020</p> | <p>Polling Place -- Posted Notice of Election. At least 20 days before the election, the Designated Election Official shall give written notice stating the date of the election and hours during which the polls will be open. The Notice will include names of the officers to be elected and any ballot question voted upon. The notice shall be posted until after the election in a conspicuous place in the office of the Designated Election Official, and a copy shall be mailed or emailed to the County Clerk & Recorder. [C.R.S. § 1-13.5-502(1)]</p> |
| <p>Wednesday, April 15, 2020</p> | <p>Designate Polling Place Via Conspicuous Signage. All polling places shall be designated by a sign conspicuously posted at least 20 days before the election. In addition, the sign must state the date of the election and polling place hours. [C.R.S. § 1-13.5-502(3)]</p> |
| <p>Wednesday, April 15, 2020</p> | <p>Published Notice of Polling Place Election. In addition to the requirements of C.R.S. § 1-13.5-502(1), the Designated Election Official shall publish the notice of the election in at least one newspaper having general circulation in the local government on or before the twentieth day prior to the election. [C.R.S. § 1-13.5-502(2)]</p> |

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| <p>Wednesday, April 15, 2020</p> | <p>Mail Ballot Election Posted Notice of Election. The Designated Election Official, at least 20 days before each election, shall give written notice stating the date of the election and hours during which the polls (mail ballot drop-off location) will be open. The notice will also state the date the ballots have or may be mailed if the election is conducted by mail ballot, the mail ballot drop-off locations, the names of the officers to be elected, and any ballot issues and ballot questions to be voted on. The Notice does not need to have the text of the ballot issues or questions. A copy of the Notice must be posted until after the election in a conspicuous place in the office of the Designated Election Official, and a copy mailed or emailed to the County Clerk & Recorder. [C.R.S. §1-13.5-502(1)]</p> |
| <p>Wednesday, April 15, 2020</p> | <p>Publish Notice of Mail Ballot Election No later than 20 days before the election, the Designated Election Official (or the coordinated election office if so provided by an intergovernmental agreement) shall provide notice by publication of a mail ballot election. [C.R.S. § 1-13.5-1105(2)(d)(I)]</p> |
| <p>Monday April 20, 2020</p> | <p>Mail Ballots. Deadline for Designated Election Official to mail the mail-ballot packets. Last day to mail mail-ballot packets to each active registered voter. [C.R.S. § 1-13.5-1105(4)(a)]</p> |
| <p>Monday, April 20, 2020</p> | <p>Designated Election Official Appoints Election Judges. The Designated Election Official shall appoint election judges no later than 15 days prior to the election. [C.R.S. § 1-13.5-401]</p> |
| <p>Monday, April 20, 2020</p> | <p>Designated Election Official Mails Certificate to Each Appointed Election Judge. The Designated Election Official shall mail certificates of appointment and acceptance forms to each appointed election judge. [C.R.S § 1-13.5-403]</p> |

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| Monday, April 20, 2020 | Election Judge to File Acceptance of Appointment Form. Each election judge shall file an acceptance of appointment with the Designated Election Official within 7 days after the certificate of appointment and acceptance forms were mailed. [C.R.S § 1-13.5-404] |
| Monday, April 20, 2020 | Designated Election Official Appoints Canvassers for Special District Elections. At least 15 days before the regular special district election, the Designated Election Official shall appoint at least one member of the board of such district and at least one eligible elector of the special district who is not a member of such board to assist the designated election official in the survey of the returns. The persons so appointed and the Designated Election Official shall together constitute the board of canvassers for the election. [C.R.S. § 1-13.5-1301(1)] |
| Monday, April 20, 2020 | Counting Mail Ballots. The election officials at the mail ballot counting place may receive and prepare mail ballots delivered and turned over to them by the Designated Election Official for tabulation. Counting of the mail ballots may begin 15 days prior to the election and continue until counting is completed. The election official in charge of the mail ballot counting place shall take all precautions necessary to ensure the secrecy of the counting procedures. No information concerning the count shall be released by the election officials or watchers until after 7 p.m. on election day. [C.R.S. § 1-13.5-1107] |
| Tuesday, April 29, 2020 | Last Day to Request an Absentee Ballot. The application for an absentee ballot must be filed with the designated election official no later than the close of business on the Tuesday immediately preceding the election. [C.R.S. § 1-13.5-1002(1)(b)] |
| Friday, May 1, 2020 | Campaign & Political Finance Filings w/ Colorado Secretary of State, C.R.S. § 1-45-108(2)(a)(II), C.R.S. § 1-45-109(1)(a)(II), Secretary of State Campaign & Political Finance Rule 17.4 |

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| Monday , May 4, 2020 | Delivery to the Supply Judge. At least one 1 day prior to the election, the Designated Election Official shall cause the registration records and all necessary registration supplies to be delivered to the supply judge. [C.R.S. § 1-13.5-205] |
| Monday , May 4, 2020 | Printing & Distribution of Paper Ballots. In political subdivisions using paper ballots, the Designated Election Official shall have a sufficient number of ballots printed and distributed to the election judges in the respective polling locations. [C.R.S. § 1-13.5-904] |
| Wednesday, April 29, 2020 through Tuesday, May 5, 2020 | Emergency Absentee Voting. If an eligible elector is confined in a hospital or place of residence on election day and the confinement occurred because of conditions arising after the closing day to apply for an absentee ballot, the elector may request in a personally signed written statement transmitted by a personally authorized representative that the designated election official send a mail-in ballot with the word " EMERGENCY " stamped or written on the stubs. The ballot shall be returned no later than 7:00 p.m. on election day. [C.R.S. § 1-13.5-1011(1)(a)] |
| Tuesday, May 5, 2020 | ELECTION DAY: POLLS MUST REMAIN CONTINUOUSLY OPEN FROM 7:00 A.M. TO 7:00 P.M. [C.R.S. § 1-13.5-601] |
| Tuesday, May 5, 2020 | Election Judges - Oath of Office. Before beginning the duties of an election judge, each person appointed as an election judge shall take a self-affirming oath or affirmation as outlined in C.R.S § 1-13.5-407 |
| Tuesday, May 5, 2020 | Ballot Counting <u>with</u> Counting Judges. In precincts with counting judges, the receiving judges as directed by the Designated Election Official, shall deliver to the counting judges the ballot box containing all ballots that have been cast up to that time, and the receiving judges shall proceed to use the other ballot box furnished for voting. [C.R.S. § 1-13.5-610] |

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| <p>Tuesday, May 5, 2020</p> | <p>Absentee Ballots Due no Later Than 7:00 p.m. To be counted, all envelopes containing absentee voter's ballots must be in the hands of the Designated Election Official or an election judge for the local government not later than 7:00 p.m. on election day. [C.R.S. § 1-13.5-1006(1)]</p> |
| <p>Tuesday, May 5, 2020</p> | <p>Mail ballots due no later than 7:00 p.m. The eligible elector may return the marked ballot to the Designated Election Official by U.S. Mail or by depositing the ballot at the office of the official or any place identified in the mail ballot plan by the Designated Election Official. The ballot must be returned in the return envelope. The ballot shall be received at the office identified in the mail ballot plan filed with the identified depository, which shall remain open until 7:00 p.m. on election day. [C.R.S. §1-13.5-1105 (4)&(5)]</p> |
| <p>Tuesday, May 5, 2020 through Thursday, May 7, 2020</p> | <p>Post Unofficial Abstract of Votes. In addition to all certificates otherwise required to be made of the count of votes cast at any election, the election judges are required to make an abstract of the count of votes containing the names of the offices, the names of the candidates, any ballot issues or ballot questions voted upon, and the number of votes counted for and against each candidate or ballot measure. Immediately upon completion of the count, the abstract of votes must be posted in a conspicuous place that can be seen from the outside of the polling place. The abstract of votes may be removed 48 hours after the polls close. [C.R.S. § 1-1-13.5-615(1)&(2)]</p> |
| <p>Wednesday, May 13, 2020</p> | <p>Deadline for receipt of UOCAVA ballots. A valid ballot cast in accordance with C.R.S. § 1-8.3-111 shall be counted if it is received by the close of business on the 8th day after an election at the address that the appropriate state or local election office has specified, if, under penalty of perjury, the voter has declared the ballot was timely submitted. [C.R.S. § 1-8.3-113(2),(3)]</p> |

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| Tuesday, May 19, 2020 | <p>Certificate of Election – Non-Coordinated Elections No later than 14 days after an election, the canvass board shall certify the official statement of ballots for all candidates, ballot issues and ballot questions in that election. The certificate shall be filed with Division of Local Affairs (DOLA) and transmitted to those who were elected. [C.R.S. § 1-13.5-1305]</p> |
| Thursday, June 4, 2020 | <p>Certify Election Results & File Contact Info. The results of a special district election shall be certified to the division of local government within thirty (30) days after the election. Each special district shall register its business address, its telephone number, and the name of a contact person with the Division of Local Government when certifying the results of a district election. [C.R.S. § 32-1-104(1) / 1-11-103(3)]</p> |
| Thursday, June 4, 2020 | <p>Oath of Office & Surety Bonds. DO NOT TAKE OATHS UNTIL AFTER DATE OF ELECTION!</p> |
| Thursday, June 4, 2020 | <p>Oath of Office. Each Director-Elect, within thirty days after his or her election or appointment to fill a vacancy, except for good cause shown, shall take an oath or affirmation in accordance with C.R.S. §24-12-101. (NOTE: Oaths for cancelled elections are taken after the election date.) Before a Director-Elect enters upon the public office or position, the oath and affirmation must be taken, signed, administered, and filed with the Douglas County Clerk & Recorder. [C.R.S. §24-12-101]</p> |

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| <p>Thursday, June 4, 2020</p> | <p>Surety Bonds. At the time of filing said oath, there shall also be filed for each director an individual, schedule, or blanket surety bond at the expense of the special district, in an amount determined by the board of not less than one thousand dollars each, conditioned upon the faithful performance of his duties as director. The oath and affirmation must be taken, signed, administered, and filed with the county clerk & recorder of the county wherein the person was elected or appointed before the person enters upon the public office or position. [C.R.S. § 32-1-901]</p> |
| <p>Thursday, June 4, 2020</p> | <p>Campaign & Political Finance Filings w/ Colorado Secretary of State, C.R.S. § 1-45-108(2)(a)(II), C.R.S. § 1-45-109(1)(a)(II), Secretary of State Campaign & Political Finance Rule 17.4</p> |