

Tuesday, May 2, 2023	*For information purposes only. Review with legal counsel.	Form #
November thru January Board Meeting	Board Adopts Election Resolution Board formally adopts Election Resolution appointing a Designated Election Official, and choosing type of election	SD-4, SD-5
Saturday, December 3, 2022 Metropolitan districts organized after January 1, 2000	Mandatory for metropolitan districts organized after 1/1/2000: Obtain Clerk & Recorders List Metropolitan districts organized after January 1, 2000, must obtain the list of active registered electors as of 150 days prior to the regular election date from the county clerk & recorder (of each county the district is located). See Call for Nominations section below for next step. C.R.S. §1-13.5-501(1.7)(a)	
Saturday, December 3, 2022 All other special district types.	Optional mail notice for all other special districts: Call for nominations. Special districts that are not metropolitan districts, and metropolitan districts organized before January 1, 2000, may choose to obtain the list of active registered electors as of 150 days prior to the regular election date from the county clerk & recorder (of each county the district is located). See Call for Nominations section below for next step. C.R.S. §1-13.5-501(1.5)(a)	
Sunday, January 1, 2023	Earliest date a candidate 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)	SD-7
Monday, January 2, 2023	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)	
Sunday, January 22, 2023 through	Call for Nominations Between 75-100 days before a regular election, the DEO shall provide public notice of a call for nominations. The call must state the offices to be voted upon, where to obtain a self-nomination form, deadline for submittal of	
Thursday, February 16, 2023	Metropolitan districts organized after January 1, 2000: 1. Must email or mail the Call for Nominations notice to all email addresses or mailing addresses (if no email address is given) found in the Clerk & Recorder list(s) of district electors registered as of 150 days prior to the election. and one of the following 2. i. publication, as defined at §1-13.5-501(2) ii. including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election, or other information mailing sent by the metropolitan district to the eligible electors of the metropolitan district. *iii. posting the information on the official website of the official website of the metropolitan district iv. for districts with < than 1,000 eligible electors in a county with a population of less than 30,000, posting the notice in 3 places within district boundaries and the clerk & recorder's office through the day after the Call for Nominations closes. C.R.S. §1-13.5-501(1.7) **Starting 2023, a metropolitan district ordered and decreed organized by district court after January 1, 2000, must post its Call for Nominations Notice to its website pursuant to §32-1-104.3(3)(a)(V) All other special district types and metropolitan districts organized before January 1, 2000: 1. Must provide notice by publication, as defined at §1-13.5-501(2) and one of the following 2. a. Mailing the notice, at the lowest cost option, to each address at which one or more active registered electors of the local government resides as specified in the registration list provided by the county clerk and recorder as of the date that is 150 days prior to the date of the regular local government election (see above) b. including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election, or other information mailing sent by the metropolitan district to the eligible electors of the metropolitan district c. posting the information on the official website of the district d. for districts with < than 1,000 eligible electors in a county with a population of less than 30,000, posting the notice in 3 places within district boundaries and the clerk & recorder's office through the day after the Call for Nominations closes. C.R.S. §1-13.5-510(1.5)	SD-6
CALL FOR NOMINATIONS: Metro districts organized after January 1, 2000. →		
CALL FOR NOMINATIONS: All other special districts. And metro districts organized before January 1, 2000. Optional notice (registered voters list) →		SD-6
Friday, February 24, 2023	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. If a DEO has not been designated, the form or letter may be filed with the presiding officer or the secretary of the board of directors for the district. C.R.S. §1-13.5-303	SD-7
Monday, February 27, 2023	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	SD-8
Tuesday, February 28, 2023	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) 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(6) Notify the candidates The governing body shall...notify the candidates that the election was canceled and that they were elected by acclamation. C.R.S. § 1-13.5-513(6)	SD-4 or SD-5 or SD-12 ----- SD-11 ----- SD-16
Tuesday, February 28, 2023	UOCAVA list Once it is clear your district will conduct an election, immediately contact the Clerk & Recorder concerning Uniformed & Overseas Citizen Absentee Voting Act (UOCAVA) voters. These ballots must be sent by the 45th day, so you will need your Clerk & Recorder list earlier than proscribed by the Local Government Election Code. Polling place elections: Must also find non-resident covered voters; also order Assessor's List. Mail ballot elections: Specifically need only send to "resident" covered voters; just Clerk & Recorder list C.R.S 1-13.5-1103(4)	
Tuesday, February 28, 2023 Through	Lot Drawing 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 the Ballot Certification. C.R.S. § 1-13.5-902(2)	
Friday, March 3, 2023		

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Friday, March 3, 2023	<p>Certify Ballot Content 60 days before the election, the designated election official shall certify the ballot and the ballot content. [for an independent special district election this document is kept in the district's files]</p> <p>**If coordinated in November**: 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.</p> <p>**For both election types**: 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>	SD-21
Wednesday, March 8, 2023	<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. The plan is a public record. C.R.S. § 1-13.5-1104(1)</p>	SD-43
Friday, March 17, 2023	<p>UOCAVA Ballots Sent No later than 45-days prior to the election, the DEO 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). DEOs receive a list of district UOCAVA voters from the County(ies) Clerk & Recorder(s) for a mail ballot election; for a polling place DEOs will use both the Clerk & Recorder and Assessor lists (for non-residents). C.R.S. § 1-13.5-1103(4), 1-8.3-103(1)(d)</p>	SD-73,74
Friday, March 17, 2023	<p>Pro/Con Comments (TABOR) Comments for the TABOR notice due. District will provide two summaries, up to 500 words each, one for and one against the proposed ballot issue. Since such day is always a Saturday, all comments shall be filed by noon on the Friday before the forty-fifth day before the election. State Constitution Article X, Section 20, Part 3(b)(v), C.R.S. § 1-7-901 (4)</p>	
Saturday, March 18, 2023	<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>	
Thursday, March 23, 2023	<p>Meet & Confer -- Ballot Issue Notice The DEOs of local governments with overlapping boundaries that hold elections the same day by polling place must meet, confer, and thereafter, if practical, hold such elections in a manner that permits an elector in the overlapping area to vote in all of such elections at one polling place. C.R.S. § 1-13.5-504(3)</p> <p>The DEOs of overlapping political subdivisions conducting an election other than a coordinated election (in November) shall confer concerning the preparation of the ballot issue notice no later than forty days prior to the date of the election. The political subdivisions conducting the election shall provide for preparation of any required ballot issue notice package by agreement</p>	
Thursday, March 23, 2023	<p>Registered Electors and Property Owners -- Order List 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>	SD-30.1 & SD-30.2 or SD-40.1 & SD-40.2
Friday, March 31, 2023	<p>Polling Place/Mail Ballot Printing of Ballots The official ballots shall be printed and in the possession of the designated election official at least thirty (30) days before the election. C.R.S. § 1-13.5-902(1)(a)</p>	SD-35 or SD-41
Friday, March 31, 2023	<p>Registered Electors and Property Owners -- Initial List If chosen delivery date by the DEO, no later than thirty days prior to the election, the county clerk and 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. Supplemental lists are sent 20 days prior to the election. (DEOs in PP elections may opt for complete list 6 days prior to an election) C.R.S. § 1-13.5-203(1)(a)</p>	
Friday, March 31, 2023	<p>TABOR Notice Mailed Article X, Section 20(3)(b) of the State Constitution requires the mailing of the ballot issue package (TABOR Notice) at least thirty (30) days before the election to "All Registered Voters" at each address of one or more active registered electors.</p>	District's Attorney and/or CPA to prepare
Sunday, April 2, 2023	<p>Ballots Printed by 30th day prior to 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 thirty days before the election. C.R.S. 13.5-902(1)(a)</p> <p>Absentee Ballots Delivered within 72 Hours After it is determined an eligible elector is entitled to an absentee ballot, the DEO 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 DEO'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>Mail Ballots Available: Subsequent to the preparation of ballots, but prior to mailing, the DEO shall provide a mail ballot to an eligible elector requesting a ballot at the office designated in the mail ballot plan. C.R.S. 1-13.5-1105(3)</p>	SD-42, SD-44.1
Friday, April 7, 2023	<p>Withdrawal of Ballot Issue or Ballot Question No later than twenty-five (25) days before an election conducted as a coordinated election in November, and at any time prior to any other elections, 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>	
Monday, April 10, 2023 through	<p>Mail Ballot - Packets Mailed Not sooner than 22 days before an election, and no later than 15 days before an election, the DEO shall mail to each active registered voter...a mail ballot packet. C.R.S. § 1-13.5-1105(4)(a)</p>	SD-41, 42.1, 42.2
Monday, April 17, 2023 through	<p>Mail Ballots - *Ballots Available Mail ballots shall be made 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. *These voters would not have been sent a ballot in the mail. C.R.S. § 1-13.5-1105(4)(d)</p>	SD-42, SD-44.1

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Tuesday, April 11, 2023	Campaign & Political Finance Filings w/ SOS (CPF) C.R.S. § 1-45-108(2)(a)(II), 1-45-109(1)(a)(II), SOS CPF Rule 17.4	
Wednesday, April 12, 2023	Polling Place - Designated by Sign All polling places shall be designated by a sign conspicuously posted at least twenty (20) days before each election. In addition, the sign must state the date of the next election and the hours of the polling place. C.R.S. § 1-13.5-502(3)	SD-37.1
Wednesday, April 12, 2023 through Thursday, May 4, 2023	Polling Place -- Posted Notice of Election The designated election official, at least twenty (20) days before each election, 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 clerk and recorder. C.R.S. § 1-13.5-502(1)	SD-34
Wednesday, April 12, 2023	Published Notice of Polling Place Election In addition (to the requirements of 1-13.5-502(1) above) the DEO 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)	SD-34
Wednesday, April 12, 2023	Mail Ballot Election Posted Notice of Election The designated election official, at least twenty (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 Clerk & Recorder. C.R.S. §1-13.5-502(1)	SD-45
Wednesday, April 12, 2023	Mail Ballot Notice of Election The designated election official, or the coordinated election office if so provided by an intergovernmental agreement, no later than twenty (20) days before each election, shall provide notice by publication of a mail ballot election. C.R.S. § 1-13.5-1105(2)(d)(I)	SD-45
Wednesday, April 12, 2023	Election Notice to Create a Financial Obligation A district submitting a ballot issue concerning the creation of any debt or other financial obligation at an election in the district shall post notice of the following information on the district's web site or, if the district does not maintain a web site, at the district's chief administrative office no later than twenty days before the election. See C.R.S. §1-7-908 for required information and other details.	
Monday, April 17, 2023	Mail Ballots - Packet Mailing Deadline Last day to mail the mail ballot packets to each active registered voter. C.R.S. § 1-13.5-1105(4)(a)	
Monday, April 17, 2023	Appointment of 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. The Designated Election Official shall mail certificates of appointment and acceptance forms to each person appointed. C.R.S. § 1-13.5-403. Each election judge shall file an acceptance of appointment with the Designated Election Official within seven (7) days after the certificate of appointment and acceptance forms were mailed. C.R.S. § 1-13.5-404.	SD-51, SD-52
Monday, April 17, 2023	Canvassers for Special District Elections At least 15 days before any 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 constitute the board of canvassers for the election. C.R.S. § 1-13.5-1301(1)	
Monday, April 17, 2023	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 fifteen (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	SD-44.4/Election Judge link
Tuesday, April 25, 2023	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)	
Wednesday, April 26, 2023	Complete lists - Registered electors and property owners lists Polling place election DEOs potentially could elect to receive one complete list 6 days prior to an election. C.R.S. § 1-13.5-1002(1)(b)	
Friday, April 28, 2023	Campaign & Political Finance Filings (CPF) C.R.S. § 1-45-108(2)(a)(2), SOS CPF Rule 17.4	
Wednesday, April 26, 2023 through Tuesday, May 2, 2023	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 (with a written statement from a medical professional) 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 p.m. on the day of the election. C.R.S. § 1-13.5-1011(1)(a)	SD-35: Stamp or write "EMERGENCY"
Monday, May 1, 2023	Delivery to the Supply Judge The designated election official, at least one (1) day prior to any election, shall cause the registration records and all necessary registration supplies to be delivered to the supply judge. C.R.S. § 1-13.5-205 Printing and Distribution of 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	

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Tuesday, May 2, 2023	!!!ELECTION DAY- POLLS OPEN CONTINUOUSLY FROM 7:00 A.M. TO 7:00 P.M.!!! DLG will be available to take your phone calls: 303-864-7720 C.R.S. § 1-13.5-601	SD-32.1-32.4, SD-33, SD-44.1-44.4 &/or Election Judges link
Tuesday, May 2, 2023	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	SD-54
Tuesday, May 2, 2023	Counting by Counting Judges In precincts with counting judges, the receiving judges as directed by the DEO, 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 Counting without Counting Judges As soon as the polls at any election have closed, the receiving judges shall immediately open the ballot box and proceed to count the ballots. The judges shall not adjourn until the counting is finished. § 1-13.5-609	SD-44.4/Election Judge link
Tuesday, May 2, 2023	Absentee Ballots Due no Later Than 7PM To be counted, all envelopes containing absentee voter's ballots must be in the hands of the DEO or an election judge for the local government not later than 7PM on election day. C.R.S. § 1-13.5-1006(1) Mail ballots due no later than 7PM The eligible elector may return the marked ballot to the DEO by US Mail or by depositing the ballot at the office of the official or any place identified in the mail ballot plan by the DEO. 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 7PM on election day. C.R.S. § 1-13.5-1105 (4)&(5)	
Tuesday, May 2, 2023 through Thursday, May 4, 2023	Unofficial Abstract Posted 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 required under subsection (1) of this section must be posted in a conspicuous place that can be seen from the outside of the polling place. The abstract may be removed at any time forty-eight (48) hours after the polls close. C.R.S. § 1-13.5-615(1)&(2)	SD-22 & SD-22.5
Wednesday, May 10, 2023	Deadline for receipt of UOCAVA ballots A valid ballot cast in accordance with section 1-8.3-111 shall be counted if it is received by the close of business on the eighth (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)	
Tuesday, May 16, 2023	Certificate of Election - Non-Coordinated Elections No later than fourteen (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 DLG and transmitted to those who were elected. C.R.S. § 1-13.5-1305	SD-25
Thursday, June 1, 2023	Election Results and 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)	SD-25
Thursday, June 1, 2023	Oath of Office & Surety Bonds: *DO NOT TAKE OATHS UNTIL AFTER DATE OF ELECTION !! (1) Each director, 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 section 24-12-101. *Oaths for cancelled elections are taken after the election date. (2) 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. C.R.S. § 32-1-901 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. § 24-12-101	SD-0 & SD-1
Thursday, June 1, 2023	Campaign & Political Finance Filings (CPF) C.R.S. § 1-45-108(2)(a)(F)(II), SOS Rule 17.4	
Thursday, June 1, 2023	*Commencement of terms, latest date - nonpartisan officers, elections held (1) Unless otherwise provided by law, the regular term of office of a nonpartisan officer elected at a regular election commences the earlier of the following: No later than thirty days after the date that the election results are certified pursuant to section 1-13.5-1305 and upon the signing of an oath and posting of a bond, where required; or At the next meeting of the governing body of the local government following the date of the election. C.R.S. § 1-13.5-112(1) <small>*With the passage of HB18-1138/SB242, it now appears that the oath must be filed with the county clerk prior to taking office.</small>	
Friday, June 16, 2023	Special District Debt Authorization The results of special district ballot issue elections to incur general obligation indebtedness shall be certified by the special district 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 for organization of the special district. The special district shall file a copy of any certification with the Division of Securities. (1580 Lincoln, Suite 420, Denver, Colorado, 80203) C.R.S. § 32-1-1101.5(1)	
	Election document retention Election official shall retain the sealed ballots until the time has expired for any contest proceedings or 25 months after the election, whichever is later. All other election records and forms must be preserved for at least six (6) months following the election. §1-13.5-616, C.R.S. The DEO preserves all self-nomination forms for 2 years.	