

**CITY OF WOODLAND PARK  
MUNICIPAL MAIL BALLOT ELECTION CALENDAR  
APRIL 3, 2018**

Exclude Election Day and count backwards; the day before the election will be day number one.

If the last day of any period is a Saturday, Sunday or legal Holiday, the period is extended to the next day which is not a Saturday, Sunday or legal Holiday

EXCEPT for petition circulation and filing a petition; if the last day of any period is a Saturday, Sunday or legal Holiday, the period shall be the day preceding the Saturday, Sunday or a legal Holiday.

**RED = CLERK**

**GREEN = CANDIDATE**

**BLACK = SOS**

<b>Date</b>	<b>Number of Days</b>	<b>Action</b>
<b>2018</b>		
November 29, 2017		<input type="checkbox"/> <b>Send advertisement to Courier for Prospective Candidate Forum.</b>
December 6, 2017		<input type="checkbox"/> <b>Advertisement published in Courier for Prospective Candidate Open House, facebook, website, channel 10 and digital sign.</b>
December 11, 2017		<input type="checkbox"/> <b>Prospective Candidate open house and information session. City Clerk, City Manager and City Attorney. Must be posted on monthly meeting notice. 6PM to 8 PM.</b>
December 20, 2017		<input type="checkbox"/> <b>Send Notice #1 to Courier (initial posting of Charter Amendments)</b>
December 27, 2017		<input type="checkbox"/> <b>Notice #1 published today (initial posting of Charter Amendments)</b>
January 1, 2018		<input type="checkbox"/> <b>LAST DAY</b> for clerk to prepare the petition forms for nomination. (always the day prior to 1 <sup>st</sup> day nomination petitions can be circulated; accounting for weekends)
January 2, 2018	91 Days	<input type="checkbox"/> <b>First day to circulate petitions. CRS. 31-10-302(2).</b>
January 3, 2018 Wednesday	90 Days	<input type="checkbox"/> <b>FIRST DAY</b> absentee ballots may be filed in writing with the municipal clerk. (CRS. 31-10-1002) * Absentee ballots must be mailed w/in 72 hours of receipt by the clerk. <input type="checkbox"/> <b>Send Notice #2 and Notice #3 to the Courier.</b> <input type="checkbox"/> <b>Initiative petitions due back to City Clerk.</b>
January 4, 2018		<input type="checkbox"/> <b>First reading at Council for Charter Amendment Ordinance.</b>
January 10, 2018		<input type="checkbox"/> <b>Notice #2 Public Hearing – Charter Amendment (Full text) published today. CRS 31-2-210.</b> <input type="checkbox"/> <b>Notice #3 Initial Posting Election Ordinance published today.</b>

January 18, 2018 <i>Thursday</i>	75 days	<input type="checkbox"/> Written mail plan submitted to and approved by City Council. <input type="checkbox"/> IGA with Teller County Clerk and Recorder to Council. <input type="checkbox"/> Resolution for form of election to Council. <input type="checkbox"/> Public Hearing of Charter Amendment Ordinance. <input type="checkbox"/> Initial posting and reading - election ordinance.
January 22, 2018 <i>Wednesday</i>	71 Days	<input type="checkbox"/> <b>LAST DAY that nomination petitions may be circulated and filed with the City Clerk. CRS 31-10-302(6).</b>
January 23, 2018		<input type="checkbox"/> All petitions and nominations that are in apparent conformity with the Municipal Election Code, as determined by the municipal clerk, are valid unless there is a written objection within three days after the filing of the nomination petition. Notice of the objection must be mailed "forthwith" to the affected candidate. The municipal clerk must determine the validity of the objection within at least 48 hours after it is filed. Any sustained objection may be remedied or any defect cured by an amendment to the original petition, or by filing a new petition within three days after the objection is sustained and no later than the 18 <sup>th</sup> day before the election.**All nominations valid unless objection filed w/in 3 days CRS 31-10-305 <input type="checkbox"/> Petitions validated by Clerk. <input type="checkbox"/> <b>MAIL sufficient / insufficient letters to candidates.</b>
January 29, 2018	64 Days	<input type="checkbox"/> <b>WRITE IN CANDIDATE:</b> If the governing body has so approved by ordinance, no write-in vote for any municipal office shall be counted unless an <u>affidavit of intent</u> has been filed with the clerk prior to 64 days before the day of the election by the person whose name is to be written in indicating that such person desires the office and is qualified to assume the duties of that office if elected. CRS 31-10-912 <input type="checkbox"/> <b>LOT DRAWING for names on ballot. Sign letter of acceptance or withdrawal of candidacy. 5 PM in Council Chambers. CRS 31-10-902(2)</b>
January 30, 2018		<input type="checkbox"/> Last Day to withdraw nomination. CRS 31-10-303. <input type="checkbox"/> Post candidate affidavits and info to the website
February 1, 2018 <i>Thursday</i>		<input type="checkbox"/> City Council Meeting – Public Hearing on Election Ordinance. <input type="checkbox"/> Order Ballots.
February 2, 2018 <i>Friday</i>	74 days (no longer than 55 days)	<input type="checkbox"/> Submission of Mail Ballot Plan to Secretary of State and Teller County Clerk and Recorder. No longer a requirement, done as a courtesy. C.R.S. 1-7-105.
February 16, 2018 <i>Friday</i>	46 Days	<input type="checkbox"/> <b>LAST DAY</b> to file written comments concerning <b>TABOR</b> issues to be included in the issue mailing. <b>** TABOR =</b>

		<p><b>Taxpayer Bill of Rights; debt or a tax increase</b> (CO Constitution Article 10-20(3)(b)(v). Must be filed 45 days prior to election which is always a Saturday, therefore must be filed on the Friday preceding the 45<sup>th</sup> day. Title 1-7-901(4) and CRS. 31-10-501.5.) Pro-Con.</p> <p><b>***If no comments = must indicate "NO COMMENTS WERE FILED BY THE CONSTITUTIONAL DEADLINE" (Title 1-7-903(4))</b></p>
February 21, 2016 <i>Wednesday</i>	Between 45 and 20 days. (41 days)	<input type="checkbox"/> UOCAVA 45 days. Mailed out. 45 to 20 days prior. February 16 – March 14, 2018.
February 23, 2018 <i>Friday</i>	39 days	<input type="checkbox"/> Registration records ordered by DEO from Teller County Clerk and Recorder. CRS 1-75-107 2(a).
March 2, 2018 <i>Friday</i>	32 days	<input type="checkbox"/> List of electors submitted to City Clerk by the Teller County Clerk and Recorder. CRS 1-7.5-107 2(a).
March 2, 2018 <i>Friday</i>	30 Days	<input type="checkbox"/> <b>LAST DAY to mail TABOR Ballot Issue Notice to all "Registered households"</b> (CO. Constitution Art. 10, 20(3)(b) CRS 1-7-901 <input type="checkbox"/> <b>FIRST DAY</b> County Clerk can submit to the DEO a preliminary list of registered electors. CRS 31-10-910 (1)(a) <b>CLERK MUST REQUEST</b> <input type="checkbox"/> <b>Do we need to borrow equipment</b> <b>***Ballot Box; portable voting booths (2)</b>
March 09, 2018 <i>Friday</i>	25 Days	<input type="checkbox"/> <b>EMAIL</b> all candidates FCPA reminder (in candidates folder)
March 09, 2018 <i>Friday</i>	No later than 20 days (25 days)	<input type="checkbox"/> <b>Post polling sign</b> <ul style="list-style-type: none"> <li>✓ "POLLING PLACE FOR THE CITY OF WOODLAND PARK REGULAR MUNICIPAL ELECTION"</li> <li>✓ Election date</li> <li>Election Hours</li> </ul>
March 12, 2018 <i>Monday</i>  <i>***Ballots mailed from Seattle 3-12-18-3-16-18.</i>	22 Days	<input type="checkbox"/> <b>LAST DAY</b> a person can establish residency in the State of Colorado. CRS 31-10-201(1)(b) <input type="checkbox"/> <b>FROM THIS DAY</b> registered voter can change their address. Can be done any day up to election day. <u>CAN ONLY BE DONE AT COUNTY CLERKS OFFICE</u> CRS. 31-10-208 <input type="checkbox"/> <b>LAST DAY</b> County Clerk can submit to the DEO a supplemental list of registered electors. CRS 31-10-910 (1)(b) <b>FIRST DAY</b> ballots can be made available in clerks office for pick-up / replacement. CRS 31-10-910(d)
March 13, 2018 <i>Tuesday</i>	21 Days	<input type="checkbox"/> <b>Contribution reports</b> required by the Fair Campaign Practices Act to be filed with the municipal clerk must be

		<p>filed on the twenty-first day and on the <b>Friday before (March 28th) and thirty days (April 30th)</b> after the election. ** Clerk receives them only, does not review them. Send them to SOS electronically. Send a \$50 per day fine to candidate who does not turn them in on time. Title 1-45-108 (1)(a)(I) and 1-45-108 (1)(II) and 1-45-108 (2)(II).</p> <p><input type="checkbox"/> <b>Candidate forum hosted by the Chamber</b></p>
<p>March 14, 2018 <i>Wednesday</i></p>	<p>20 Days</p>	<p><input type="checkbox"/> <b>LAST DAY</b> a ballot issue concerning the creation of debt or other financial obligation must post a notice, as described in CRS 1-7-908. This notice is in addition to any required <b>TABOR BALLOT</b> issue notice. CRS 31-10-501.5</p> <p><input type="checkbox"/> <b>LAST DAY</b> for County Clerk to submit supplemental list of names of eligible electors whose names were NOT on the preliminary list. CRS 31-10-910 (1)(b)</p>
<p>March 13, 2018 <i>Tuesday</i></p>		<p><input type="checkbox"/> <b>Candidate Forum – sponsored by the Chamber of Commerce.</b></p>
<p>March 15, 2018 <i>Thursday</i></p>	<p>19 Days</p>	<p><input type="checkbox"/> <b>FIRST DAY</b> If an ordinance has been adopted by the governing body pursuant to Section 31-10-507; Municode 1-12-010, the clerk may <b>CANCEL THE ELECTION</b> and declare the candidates elected upon a <u>resolution</u> by the governing body if the election of persons to office is the only matter before the voters, and if, at the close of business on the <b>19<sup>th</sup> day (March 17<sup>th</sup>)</b> before election, there are not more candidates than offices to be filled at such election, including write-in candidates filing affidavits of intent. In the event of such cancellation, <b><u>notice of cancellation:</u></b></p> <ul style="list-style-type: none"> <li>✓ shall be published</li> <li>✓ shall be posted at each polling place</li> <li>✓ shall be posted in at least one other public place.</li> </ul> <p><input type="checkbox"/> <b>MAIL Judges packets and acceptance/standby letters</b></p> <p><input type="checkbox"/> <b>Judges training letters</b></p>
<p>March 19, 2018 <i>Monday</i></p>	<p>15 Days</p>	<p><input type="checkbox"/> <b>LAST DAY</b> for the City Clerk to appoint election judges or to delegate to the Clerk the authority and responsibility to appoint election judges. (MINIMUM OF THREE JUDGES ARE NEEDED FOR ELECTION) CRS 31-10-401</p> <p><input type="checkbox"/> <b>FIRST DAY</b> Mail Ballots may be counted. CRS 31-10-911</p> <p><input type="checkbox"/> <b>LAST DAY</b> mail ballots may be mailed to registered elector CRS 31-10-910(2)(a)</p> <p><input type="checkbox"/> <b>Vote test ballots.</b></p>
<p>March 21, 2018 <i>Wednesday</i></p>	<p>At least 1 week before</p>	<p><input type="checkbox"/> <b>Judges Training – 1 PM to 4 PM Council Chambers.</b></p> <p><input type="checkbox"/> <b>DRE machine for ADA must be at City Hall.</b></p>
<p>March 29, 2018 <i>Thursday</i></p>	<p>5 Days</p>	<p><input type="checkbox"/> <b>LAST DAY</b> for the County Clerk to submit to the DEO a complete list of registered electors. CRS 31-10-205</p>

March 30, 2018 <i>Friday</i>	Friday before the election	<input type="checkbox"/> <b>LAST DAY</b> to file absentee ballot with DEO. CRS. 31-10-1002 <input type="checkbox"/> <b>LAST DAY</b> to file with the Clerk, contribution reports required by the Fair Campaign Practices Act. CRS 1-45-108 (2)(a) <input type="checkbox"/> <b>ISSUANCE</b> of certificate of appointment to judge <input type="checkbox"/> <b>ISSUANCE</b> of certificate of judges training
March 31, 2018 <i>Saturday</i>		<input type="checkbox"/> Polls open 8 am – 1:00 pm. Clerk’s office open for registration and to drop off ballots.
April 2, 2018 <i>Monday</i>	1 Day before the election	<input type="checkbox"/> <b>LAST DAY</b> election judge may ask the DEO for the registration list and supplies CRS 31-10-206 (2)
<b>April 3, 2018</b> <b><i>Tuesday</i></b>	<b>Election Day</b>	<input type="checkbox"/> <b>Polling Location must be open from 7 am to 7 pm</b> CRS 31-10-601 <input type="checkbox"/> <b>LAST DAY</b> judges may take the oath or affirmation. CRS 31-10-407 <input type="checkbox"/> <b>LAST DAY</b> for registered electors to file an affidavit of <u>change of address</u> with the county clerk.CRS 31-10-208 <input type="checkbox"/> <b>LAST DAY</b> for Emergency Ballot to be requested CRS 31-10-1010(1)(a) <input type="checkbox"/> <b>LAST DAY</b> to request replacement ballot <b>CRS 31-10-910 (e)(I)</b> <input type="checkbox"/> <b>LAST DAY</b> to vote via absentee ballot. CRS. 31-10-1004 <input type="checkbox"/> <b>EMAIL unofficial results to: Media and Councilmembers</b> <input type="checkbox"/> <b>PUBLISH <u>unofficial</u> certified statement of election CRS 31-10-1205 (2) **CLERK must sign unofficial results</b>
April 4, 2018 <i>Wednesday</i>	Day after election	<input type="checkbox"/> Thank you letters to all candidates <input type="checkbox"/> Thank you letters to Judges <input type="checkbox"/> Order name plaques for newly elected candidates <input type="checkbox"/> Request bio from new candidates <input type="checkbox"/> Request picture from new candidates <input type="checkbox"/> Set up email for newly elected candidates <input type="checkbox"/> Add newly elected candidates to Council list <input type="checkbox"/> Update spreadsheet of candidates
April 5, 2018 <i>Thursday</i>	1 <sup>st</sup> Council Meeting after Election.	<input type="checkbox"/> City Council Memo; Summary of Election <input type="checkbox"/> <b>Issue certificates of candidacy to newly elected candidates</b> <input type="checkbox"/> <b>SWEAR IN NEW COUNCIL/APPOINT MAYOR-PRO-TEM and appointment to various boards and committees</b>
April 10, 2018 <i>Tuesday</i>	7 Days After	<input type="checkbox"/> <b>LAST DAY</b> for municipal clerk to open the returns and make all abstracts of votes for each office in the presence of the Mayor or other assistant. CRS 31-10-1201 <input type="checkbox"/> <b>LAST DAY</b> an interested party may request a recount, at their expense. CRS 31-10-1207 <input type="checkbox"/> <b>CANVASS</b> must be completed and election results

		certified; copy of the Official Abstract of Votes Cast must be sent to SOS; newspaper; website. CRS. 31-10-1201 <b>** Results are official only after canvass</b> <input type="checkbox"/> Clerk shall notify the SOS of election results CRS 31-10-1205(20) SOS Wayne Williams
April 13, 2018 <i>Friday</i>	10 Days After	<input type="checkbox"/> <b>LAST DAY</b> for mandatory and optional recounts. CRS 31-10-1207(2) Highest number – lowest number = X If X less than or = to ½ of 1%
April 20, 2018 <i>Friday</i>	17 Days After	<input type="checkbox"/> <b>LAST DAY</b> for a person to contest the election of any person to a municipal office by filing such contest with the municipal clerk’s office. CRS 31-10-1303 (pursuant to 31-10-1301)
April 23, 2018 <i>Monday</i>	20 Days After	<input type="checkbox"/> <b>LAST DAY</b> to contest if recount is conducted. CRS 31-10-1303
May 3, 2018 <i>Thursday</i>	30 Days	<input type="checkbox"/> <b>LAST DAY</b> for Contribution reports required by the Fair Campaign Practices Act ( <b>FCPA</b> ) to be filed with the municipal clerk. Title 1-45-108(1)(a)(I) and 1-45-108(1)(II) and 1-45-108 (2)(II)
May 18, 2018 <i>Friday</i>	45 Days After	If no challenges made, the <b>signature forms</b> filled out by the individuals voting at the election may be <b>destroyed</b> . CRS 31-10-606(3)
October 4, 2018	6 Months 1 Day After	<input type="checkbox"/> If no challenges made, ballots and absentee voter identification envelopes may be destroyed. CRS 31-10-616
<b>2020</b>		
<b>April 4, 2020</b>	2 Years 1 Day After	<input type="checkbox"/> All nomination petitions may be destroyed. CRS 31-10-302 (7)