



Regular Biennial School Board Director

Timeline with critical dates for school election official

The following timeline is offered as a guide to highlight important deadlines that must be observed in preparation for the upcoming November election. The timeline does not contain all the steps in the election process because the county clerk and recorder will conduct most of the election procedures. The election date in Colorado is the first Tuesday in November. This timeline will be updated if changes are necessary after the 2011 Legislative Session

All references are to Colorado Revised Statutes or Colorado Code of Regulations

DATE	ACTION/EVENT
	Mail-in ballot Applications may be filed by voters who want to vote by mail-in ballots at any time up to Friday before the election. § 1-8-104(3). Eligible elector may apply for permanent mail-in voter status. These electors will receive a mail-in ballot each time there is a coordinated election. § 1-8-104.5; § 1-8-108.
July 22, 2011 (100 days before election)	Notification to county clerk Notify the county clerk in writing by this date that the school district will participate in the coordinated election. The board must take formal action prior to this date to participate in the coordinated election and to designate an election official. § 1-7-116(5); § 1-1-104(8).
August 3, 2011 (90 days before election)	Call for nominations First day for designated election official to publish a call for nominations for the school director election. The call shall state which director offices will be voted upon at the election, where nomination petitions may be obtained, the number of signatures required and the deadline for submitting the nominating petition to the designated election official. § 22-31-107(1.5). Nomination petitions First day for nomination petitions to be circulated. No petition shall be circulated prior to this date. § 22-31-107(2); § 1-4-803(1)(b).
August 18, 2011 (75 days before election)	Call for nominations Last day for designated election official to publish a call for nominations. § 22-31-107(1.5).
August 23, 2011 (70 days before election)	Intergovernmental agreement Last day for school district to sign an intergovernmental agreement with the county clerk to conduct the election in each county or counties in which the school district is located. § 1-7-116(2); § 22-31-103(2).
August 26, 2011 (67 days before election)	Nomination petition deadline Last day for school director candidates to file with the secretary of the board of education a nomination petition with circulators' affidavits, a notarized acceptance of nomination and written notice of intent to be a candidate. § 1-4-803(2); § 22-31-107(2).

Regular Biennial School Board Director

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<p>August 26, 2011 (cont.) (67 days before election)</p>	<p>Certification to Secretary of State Within 10 days of becoming a candidate, the candidate shall certify to the Secretary of State that the candidate is familiar with the provisions of the FCPA. § 1-45-110(1); § 1-45-109(1)(c).</p>
<p>August 29, 2011 (64 days before election)</p>	<p>Write-in candidates Last day for school director write-in candidate to file affidavit of intent to be candidate. § 1-4-1102(2).</p>
<p>August 30, 2011 (63 days before election)</p>	<p>Cancellation deadline Election may be canceled if there is no contest for any office, including candidates filing affidavits of intent to be a write-in. The designated election official may cancel the election, if so instructed by resolution of the board of education, and declare candidates to be elected. The timeline for cancellation is between this date and September 2, which is when the ballot content must be certified to the county clerk. § 1-5-208(1.5); § 1-5-406.</p>
<p>September 2, 2011 (Any time prior to certifying ballot content)</p>	<p>Ballot order Last day for the arrangement of the candidates' names to be established by lot. The designated election official shall notify the candidates of the time and place of the lot drawing for the ballot. § 1-5-406.</p>
<p>September 2, 2011 (60 days before election)</p>	<p>Certify ballot content Last day for designated election official to certify the content of the ballot to the county clerk. The ballot content shall include the name and office of each candidate and any ballot issue(s) to be voted on. § 1-5-203(3)(a) & Rule 6.2.</p>
<p>October 3, 2011 (29 days before election)</p>	<p>Registration deadline Last day to register to vote. § 1-2-201(3).</p>
<p>October 11, 2011 (22 days before election)</p> <p>(21st day before election)</p>	<p>Mailing of mail ballots Earliest date for mailing a mail ballot package if election is to be conducted by mail ballot. § 1-7.5-107(3)(a), § 1-1-106(4).</p> <p>Fair Campaign Practice filing Candidate must file contribution and expenditure report with the Secretary of State by this date. This report will cover from the beginning of the committee's initial filing as a committee through October 6. § 1-45-108(2)(a). The reporting period closes five calendar days prior to effective date of filing. § 1-45-108(2)(e).</p>

Regular Biennial School Board Director

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<p>October 14, 2011 (18 days before election)</p>	<p>Mailing of Mail Ballots Deadline for mailing a mail ballot package if election is to be conducted by mail ballot. § 1-7.5-107(3)(a).</p>
<p>October 17, 2011 (15 days before election)</p>	<p>Early voting First day for opening early voters' polling place. § 1-8-202.</p> <p>Post card notice-polling place election Designated election official or coordinated election official may mail to each household ,where one or more active eligible electors reside, a voter information card. Does not apply if the election is conducted by mail ballot. This information may be included with the ballot issue notice. If included, no separate mailing is necessary. § 1-5-206(2)(a).</p> <p>Board of canvassers The board of canvassers shall be appointed as provided in the intergovernmental agreement. § 1-10-201(1).</p>
<p>October 21, 2011 (10 days before election)</p>	<p>Election notice deadline Last day for designated election official or coordinated election official to post notice of election and publish notice in newspaper and mail a copy of notice to county clerks of counties where school district is located. § 1-5-205(1), (2); § 1-1-106(5). Publication of an election notice by the county clerk satisfies this requirement. § 1-5-205(1.4). Sample ballots may be used if they contain all the information. The notice shall remain posted for two days after the election. § 1-5-205(1.3).</p>
<p>October 25, 2011 (7 days before election)</p>	<p>Mail-in ballot Last day to apply for a mail-in ballot if ballot is to be mailed to voter. § 1-8-104(3).</p>
<p>October 28, 2011 (Friday before election)</p>	<p>Early voting ends Final day to vote at early voters' polling place. § 1-8-208(3).</p> <p>Mail-in ballot deadline Last day to apply for mail-in ballot if ballot is not mailed. § 1-8-104(3).</p> <p>Fair Campaign Practice Act filing Deadline for candidate to file contribution and expenditure report with the Secretary of State. The report will cover from October 7 through October 23. § 1-45-108(2)(a).</p>
<p>November 1, 2011</p>	<p>ELECTION DAY Polls open 7 a.m. - 7 p.m. §1-7-101. Any eligible elector who is unable to go to the polls because of conditions arising after the closing date for mail-in ballot applications may apply for emergency mail-in ballot before 5 p.m. on election day. The emergency ballot must be returned by 7 p.m. on election day. All envelopes containing emergency mail-in ballots shall be in the hands of the county clerk no later than 7 p.m. on election day. § 1-8-115(1), (2) §1-8-113(1)(a), § 1-41-102(1), Art. X, § 20(3)(a).</p>

Regular Biennial School Board Director

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<p>November 15, 2011 (14 days after election)</p>	<p>Counting of provisional ballots Last day for the county clerk to verify and count provisional ballots. § 1-8.5-105(5).</p>
<p>November 18, 2011 (17 days after election)</p>	<p>Survey of returns Last day for canvassers to certify to the designated election official the official abstract of votes for the school district. § 1-10-203(1).</p> <p>Certificate of election Immediately after the final abstract has been prepared and certified, the designated election official shall notify the candidates of their election to office and deliver the certificate of election. § 1-11-103(1).</p>
<p>November 28, 2011 (no later than 10 days after receiving certificate of election so long as abstract received on November 18th)</p>	<p>Oath of office No later than 10 days after receiving the certificate of election, the candidate is to take oath of office. § 22-31-125.</p> <p>Ballot issue reporting If the district had a ballot issue, send a copy of the ballot marked "sample" to CDE with the number of votes cast for and against the question. 2254-R-13.01</p>
<p>December 1, 2011 (30 days after election)</p>	<p>Mandatory recount completed If candidate failed to be elected by a margin of one-half of one percent or less of the highest number of votes cast for the next candidate, a recount is required. The recount must be held by this date. § 1-10.5-101(1)(b) and § 1-10.5-103, § 1-10.5-102(2), § 1-10.5-106(2).</p> <p>Fair Campaign Practice Act filing Candidate must file a post-election contribution and expenditure report by this date. This report will cover from October 24 through November 26. § 1-45-108(2)(a).</p>
<p>December 2, 2011 (within 15 days after district receives the official abstract of votes if abstract received on November 18th)</p>	<p>Organizational meeting Last day for school board to hold officer election and reorganization meeting after district receives the official abstract of votes. § 22-32-104(1).</p> <p>Send information to CDE Send the names, address and length of term of office of each school director and the date of election or appointment of each board officer to the Colorado Department of Education. § 22-32-109(1)(d). Send a duplicate of each certificate of appointment to CDE. § 22-31-129(2).</p>