MURPHY CREEK METROPOLITAN DISTRICT NO. 3 SPECIAL DIRECTOR ELECTION – MAY 7, 2024

DATE	ACTION	AUTHORITY
ASAP	Board Resolution Calling Election and appointing a Designated Election Official	
January 28, 2024 – February 22, 2024	Call for Nominations – published and posted on website.	C.R.S. § 1-13.5-501(1.5)
Proposed Date: February 7, 2024	Self-Nomination forms prepared and posted on website.	
	Complete mailing/emailing of Call for Nominations to all registered voters. Prepare postcard notice for mailing and coordinate printing. For discussion - the District was formed in 1998 per DOLA. Only metro districts formed after January 1, 2000 are required to mail/email the Call for Nominations. This is an optional big expense printing and postage-wise for the District to take into consideration with other factors. The District is only required to publish and post on the website.	C.R.S. § 1-13.5-501(1.7)
March 1, 2024	Deadline for candidates to submit completed Self-Nomination and Acceptance forms to DEO.	C.R.S. § 1-13.5-303
	Determine sufficiency of returned Self-Nomination forms, <i>as received</i> , and communicate with candidates.	
March 4, 2024	Deadline for candidate to submit Affidavit to be a write-in candidate.	C.R.S. § 1-13.5-305
March 5, 2024	Election May Be Cancelled – if the only matter is the election of Directors and there are not more candidates than offices to fill.	C.R.S. § 1-13.5-513(1)

DATE	ACTION	AUTHORITY		
	Notify Candidates. Draft and publish Notice of Cancellation of Election. Notice must also be posted in the office of the DEO, submitted to the County Clerk and Recorder and filed with DOLA.	C.R.S. § 1-13.5-513(6)		
If Election is Not Cancelled				
March 5, 2024	File Self-Nomination forms with SOS.			
March 5, 2024	Order voter registration and property owners lists.	C.R.S. § 1-13.5-203 & C.R.S. § 1-13.5-204		
As soon as received from County	Sort voter list to determine UOCAVA voters and format final list of same. *For independent mail ballot elections, the District is only required to mail to resident UOCAVA voters.	C.R.S. § 1-13.5-1103(4)		
March 5 – March 8, 2024	Lot Drawing for order of candidates on the ballot – notify candidates of the lot drawing (must occur prior to ballot certification).	C.R.S. § 1-13.5-902(2)		
March 8, 2024	Certify ballot content.	C.R.S. § 1-13.5-511		
March 11, 2024	Prepare form of UOCAVA ballot and instructions; provide to printing company (if necessary) and review proofs of same.			
March 13, 2024	Prepare Mail Ballot Plan. Kept on file with DEO.	C.R.S. § 1-13.5-1104(1)		
March 15, 2024	Compare property owner list and voter list to remove duplicates and determine non-resident property owners; confirm voter registration of non-resident property owners.			

DATE	ACTION	AUTHORITY
	Finalize comprehensive list of all eligible voters; provide to printing company.	
March 22, 2024	UOCAVA ballots mailed.	C.R.S. § 1-13.5-1103(4)
	Email any UOCAVA ballots required to be sent via email.	
March 25, 2024	Prepare secrecy sleeve instructions and provide to printing company. Review Proofs of mailing envelopes and secrecy sleeve.	
March 25, 2024	Prepare form of ballot and provide to printing company; review proof of same.	C.R.S. § 1-13.5-902(1)(a)
April 1, 2024	Draft Notice of Election; submit to	C.R.S. § 1-13.5-
Deadline: April 17, 2024	newspaper and clerk and recorder; post on District website/DEO Office.	1105(2)(d)(I)
April 7, 2024	Ballots printed and available.	C.R.S. § 1-13.5-902(1)(a)
April 15, 2024	Ballots mailed to all active registered	C.R.S. § 1-13.5-
Deadline: April 22, 2024	electors; coordinate with printing company.	1105(4)(a)
April 17, 2024	Review supplemental voter and property owner lists for any revisions and notify printing company, if necessary. Coordinate with printing company re: mailing of additional ballots, if necessary.	C.R.S. § 1-13.5- 1105(2)(b)
April 22, 2024	Election Judges: Appoint election judges and coordinate regarding election judge training; prepare certificates of appointment and acceptance forms for each person appointed; conduct judge training session; follow up as necessary.	C.R.S. § 1-13.5-401

DATE	ACTION	AUTHORITY
April 22, 2024	Appoint Canvass Board and communications with Board and Canvass Board member.	C.R.S. § 1-13.5-1301(1)
May 1, 2024	Prepare all election forms for Election Day.	
	Update Poll Book – as ballots are received.	
May 7, 2024	P.M. Coordinate with Election Judges and available as necessary. Notify Board and Candidates of results when counting complete. Post Unofficial Abstract of Votes.	C.R.S. § 1-13.5-615(1) & (2)
May 8, 2024	Prepare Oaths of Office for Directors and coordinate execution of same.	C.R.S. § 32-1-901
May 15, 2024	Deadline for receipt of UOCAVA ballots.	C.R.S. § 1-8.3-113(2) & (3)
May 15 – May 21, 2024 (after deadline for UOCAVA ballots)	Canvass Board meet and certify the official abstract of votes cast at the election (no later than the 14 th day after the election).	C.R.S. § 1-13.5-1305
Following Canvass Board Certification	File a copy of the certificate of election results with the DLG. (No later than 30 days after election). Post on District website.	C.R.S. § 32-1-104(1)