

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)
<i>If Election is Not Cancelled</i>		
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. Email any UOCAVA ballots required to be sent via email.	C.R.S. § 1-13.5-1103(4)
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 <i>Deadline: April 17, 2024</i>	Draft Notice of Election; submit to newspaper and clerk and recorder; post on District website/DEO Office.	C.R.S. § 1-13.5-1105(2)(d)(I)
April 7, 2024	Ballots printed and available.	C.R.S. § 1-13.5-902(1)(a)
April 15, 2024 <i>Deadline: April 22, 2024</i>	Ballots mailed to all active registered electors; coordinate with printing company.	C.R.S. § 1-13.5-1105(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 – <i>as ballots are received.</i>	
May 7, 2024	<i>ELECTION DAY.</i> 7:00 A.M. to 7:00 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 <i>(after deadline for UOCAVA ballots)</i>	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)