

CHAPTER 4: MAIL BALLOT ELECTIONS

MAIL BALLOT PLAN

The county clerk must submit a mail ballot plan to the Secretary of State, outlining information such as the number of ballot drop-off locations and voter service and polling centers. The county clerk must submit the plan by email to ballot.access@sos.state.co.us no later than 90 days before every election.

A fillable template outlining the information required in the mail ballot plan is provided on Clerks' Corner under the *Approved Forms* heading.

[Section 1-7.5-105, C.R.S. and Election Rule 7.1]

NOTICE OF ELECTION

The county clerk must provide notice of the election by publication no later than 20 days before the election. A copy of the notice must be posted at least ten days prior to the election and until two days after the election in a conspicuous place in the office of the county clerk.

[Sections 1-1-104(34), 1-5-205, C.R.S.]

BALLOTS AND BALLOT PACKETS

The county clerk must mail ballots no later than 18 days before an election day.

See the following sections of Colorado Revised Statutes and Election Rules for detailed information regarding ballot packets, mailing ballots, undeliverable ballots, and

- Section 1-7.5-107(3), C.R.S. (mailing ballots)
- Election Rule 7.2 (ballots and ballot packets)
- Section 1-7.5-108.5, C.R.S. (undeliverable ballots)
- Section 1-7.5-107(3)(d), C.R.S. (replacement ballots)
- Sections 1-7.5-107(3)(b), (b.5), C.R.S. (ballot language requirements)
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Additional resources including ballot envelope and voter instruction templates are located on Clerk's Corner under *Approved Forms* heading.

PRIMARY ELECTIONS

For primary elections the county clerk must mail an affiliation notice to each active, unaffiliated elector not less than 30 days and no more than 45 days before the primary election. For more information on the requirements of the affiliation notice review section 1-7.5-107(2.3), C.R.S.

EMERGENCY VOTING

The county clerk may issue a replacement ballot on election day to an elector's authorized representative or to the elector either by electronic transmission or in person. For detailed information regarding issuing replacement ballots review section 1-7.5-115, C.R.S., and Election Rule 7.4.

Additional resources including the electronic transmission log are located on Clerks' Corner under the *Approved Forms* heading.

DROP-OFF LOCATIONS

There must be one drop-off location for every thirty thousand active registered electors in the county, but every county must have at least one drop-off location. All drop-off locations must be monitored by an election official or video surveillance recording system in accordance with Rule 20.

For general elections, drop-off locations must be open on the Saturday and Monday immediately preceding the date of the general election. For primary and coordinated elections, drop-off locations must be open the four days prior to and including election day, except Sunday.

For additional information regarding the number of drop-off locations, security, and collection of ballots at these locations, see the following citations.

- Election Rule 7.9.1(a)
- Section 1-5-102.9(4), C.R.S. (drop-off locations in a general election)
- Section 1-7.5-107(4.3), C.R.S.

SIGNATURE VERIFICATION

An election judge must compare the signature on each return envelope with the elector's signature in SCORE. If an election judge determines that the signatures do not match, a bipartisan team of election judges must review the signatures.

Review the following sections for information regarding signature verification and automated signature verification devices.

- Section 1-7.5-107.3. C.R.S. (signature verification)
- Election Rule 7.8 (signature verification)
- Section 1-7.5-107.3(5)(a), C.R.S. (automated signature verification devices)
- Election Rule 7.8.7 (automated signature verification devices)

Additional resources including a signature verification log are available on Clerks' Corner under *Approved Forms* heading.