AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Intergovernmental Agreement between Gunnison County Clerk and Recorder and City of Gunnison; Conduct and Administration of the November 4, 2014 General Election

Action Requested: County Manager Signature

Parties to the Agreement: CITY OF GUNNISON/ COUNTY CLERK

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:
IGA AGREEMENT FOR THE GENERAL ELECTION 2014

Fiscal Impact: Will reimburse their pro-rated share of elections costs

Submitted by: STELLA DOMINGUEZ/CLERK **Submitter's Email Address:** sdominguez@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

Per language in agreement, we will invoice for share of election costs to be reimbursed to Gunnison County.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 8/26/2014

County Attorney Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 8/27/2014 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 8/27/2014

( ) Consent Agenda (●) Regular Agenda ( ) Worksession Time Allotted: 5 minutes

Agenda Date: 9/2/2014 Follow Up Agenda Date:

Revised April 2013

INTERGOVERNMENTAL AGREEMENT

RECEIVED
AUG 14 2014
GUNNISON COUNTY
ELECTIONS DIVISION

BETWEEN

GUNNISON COUNTY CLERK AND RECORDER

AND

CITY OF GUNNISON

Regarding the Conduct and Administration of the

NOVEMBER 4, 2014
GENERAL ELECTION

Prepared by:
Stella Dominguez
Gunnison County Clerk and Recorder
221 N. Wisconsin
Gunnison, Colorado 81230
(970) 641-1516

DEO Initials _____

THIS AGREEMENT is made by and between the Board of County Commissioners of the County of Gunnison, State of Colorado, on behalf of the Gunnison County Clerk and Recorder (hereinafter referred to as the "County") and the City of Gunnison, Colorado (hereinafter referred to as the "Jurisdiction") collectively as the "Parties"; and

WHEREAS, pursuant to the Uniform Election Code of 1992 (Articles 1 to 13 of Title 1, C.R.S.), governmental entities are encouraged to cooperate and consolidate elections in order to reduce taxpayer expenses; and

WHEREAS, the County and Jurisdiction have determined that it is in the best interest of the taxpayers and the electors to conduct a General Election on November 4, 2014; and

WHEREAS, such agreements are authorized by State law.

NOW, THEREFORE, for and in consideration of the promises herein contained, the sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. This election shall be conducted as a General Election in accordance with the Uniform Election Code of 1992 (Articles 1-13 of Title 1, C.R.S.). The election participants shall be required to execute agreements with Gunnison County for this purpose and may include municipalities, school districts, and special districts within the Gunnison County limits and the State of Colorado.

2. The Gunnison County Clerk and Recorder shall be designated as the Chief Election Official (hereinafter "CEO").

3. FURTHER, the Parties agree as follows:

SECTION I.
PURPOSE AND GENERAL MATTERS

1.1 DEFINITIONS:

A. "Address Library Report" means the address report from the Secretary of State (hereinafter "SOS") voter registration system which defines street addresses within the jurisdiction.

B. "Chief Election Official", (hereinafter "CEO") shall mean the County Clerk and Recorder who shall act as the "coordinated election official," as defined within the Code and Rules and, as such, shall conduct the election for the Jurisdiction for all matters in the Code and the Rules which require action by the CEO.

Jurisdiction DEO Initials GDW

C. "Colorado Election Code" or "Code" means any part of the Uniform Election Code of 1992, (Articles 1-13 of Title 1, C.R.S.) or any other Title of C.R.S governing participating Jurisdiction's election matters, as well as the Colorado Constitution, and the State of Colorado Secretary of State (SOS) Rules.

D. "Coordinated Election" means an election where more than one jurisdiction with overlapping boundaries or the same electors holds an election on the same day and the eligible electors are all registered electors, and the County Clerk is the Chief Election Official for the jurisdictions.

E. "Contact Officer" who shall act as the primary liaison or contact between the Jurisdiction and the County Clerk. The Contact Officer shall be that person under the authority of the County Clerk who will have primary responsibility for the coordination of the election for the Jurisdiction and the procedures to be completed by the County Clerk hereunder.

F. "Designated Election Official" (hereinafter "DEO"), who shall be identified by the Jurisdiction to act as the primary liaison between the Jurisdiction and the Contact Officer and who will have primary responsibility for the conduct of election procedures to be handled by the Jurisdiction hereunder . To the extent that the Code requires that an Election Official of the Jurisdiction conduct a task, the DEO shall conduct same.

G. "IGA" means Intergovernmental Agreement between the County and the Jurisdiction for election coordination.

H. "Jurisdiction" means those Jurisdictions or local governments participating in the Coordinated Election under the terms of this Agreement.

I. "Mail Ballot Packet" means the packet of information provided by the chief election official to eligible electors in the mail ballot election. The packet includes the ballot, instructions for completing the ballot, a secrecy envelope, and a return envelope. § 1-7.5-103(5), C.R.S.

J. "Post-Election Audit" means such audit as set forth in SOS Rule 11.5.4.

K. "Proposed Jurisdiction" means a jurisdiction which may be formed pursuant to this election which is not yet identified by a tax authority code in the County Assessor database.

L. "SOS" means State of Colorado Secretary of State.

Jurisdiction DEO Initials _____

M. "SOS Election Calendar" means the most recent election calendar as published on the SOS website located at www.sos.state.co.us.

1.2 JOINT RESPONSIBILITIES

A. All parties shall familiarize themselves with all statutory and regulatory requirements impacting coordinated elections and TABOR notices if required - See Exhibit C.

B. Nothing herein shall be deemed or construed to relieve the CEO or the Jurisdiction from their official responsibilities for the conduct of the election.

C. All parties shall adhere to all applicable provisions of the Colorado Election Code which are necessary or appropriate to the performance of the above duties.

D. All parties shall enforce all provisions of the Fair Campaign Practices Act as they may apply to the conduct of the election.

1.3 JURISDICTIONAL LIMITATION

A. The Jurisdiction encompasses territory within Gunnison County. This Agreement shall be construed to apply only to that portion of the Jurisdiction within Gunnison County.

B. Where the Jurisdiction is entirely contained within Gunnison County, the CEO has jurisdiction in setting ballot order and number. When the Jurisdiction is split among more than one county, the Jurisdiction agrees to coordinate with the CEO prior to agreeing upon ballot order or numbering.

Jurisdiction DEO Initials _____

SECTION II.
COUNTY/JURISDICTION RESPONSIBILITIES

The County and the Jurisdiction shall each perform their respective duties and/ or functions within the context of this Agreement:

2.1 THE COUNTY SHALL PERFORM THE FOLLOWING TASKS IN RELATION TO SAID ELECTION:

A. Give assistance and information to the DEO of the Jurisdiction on any matter related to elections to ensure the smooth and efficient operation of the election (such information shall not include legal advice).

B. Designate a "Contact Officer" with the specific duty of assisting with the election of the Jurisdiction (such oversight shall not preclude such Contact Officer from assisting with the elections of other jurisdictions or from performance of other tasks as delegated by the CEO).

C. The Contact Officer shall provide to the Jurisdiction's Designated Election Official (as defined below) such advice (not including legal advice) and oversight as may help in the conduct of the Jurisdiction's election.

D. Adhere to all applicable provisions of the Colorado Election Code which are necessary or appropriate to the performance of the above duties.

E. Enforce all provisions of the Fair Campaign Practices Act as they may apply to the conduct of the election.

F. Use the Address Library Report and any documents provided regarding annexation, inclusion and or exclusion, to identify eligible electors within the Jurisdiction.

   a. Provide the Jurisdiction with an Address Library Report which defines Jurisdictional boundaries in terms of residential street ranges based on County Assessor data.

Jurisdiction DEO Initials _____

b. County will verify errors, omissions, and/or corrections identified by the Jurisdiction against County Assessor data, and where appropriate, modify street ranges to accurately define the eligible electors within the Jurisdiction.

c. Receive from Proposed Jurisdictions a certified legal description, map, and street list, identifying all street ranges for street addresses within the proposed Jurisdiction on or before eighty (80) days prior to the election. In the event residential addresses are not available, the Proposed Jurisdiction will be required to provide a list of the land parcel numbers which are within the boundaries of the Proposed Jurisdiction.

d. Receive from the Jurisdiction a certification of the accuracy of the Address Library Report, along with any changes, additions, or deletions that need to be made, to the CEO eighty (80) days prior to the election. If the street list information and/ or certification are not provided by the date specified herein, the Jurisdiction may not participate in this Coordinated Election.

e. Received from the Jurisdiction a certification of any annexations, inclusions, and or exclusions, adopted since January 1 of the current year, to the CEO eighty (80) days prior to the election. If the certification and/ or supporting documents are not provided by the date specified herein, the Jurisdiction may not participate in the Coordinated Election.

G. Contract for Mail Ballot Packets with a vendor acceptable to the CEO and remit payment directly to the vendor.

H. Lay out the text of the official ballots in a format that complies with the Code. (See also Section 1.03 (B) herein).

I. Provide ballot printing layouts and text for proofreading and signature approval by the Jurisdiction prior to final ballot printing.

J. Mail the ballot packets as required by the Code.

K. Make available a certified list of registered voters on or before the deadline as set forth within the SOS Election Calendar – Exhibit A.

L. Appoint, instruct, oversee, and administer the payment of the judges of the election.

M. Coordinate, instruct, and oversee the Board of Commissioners.

Jurisdiction DEO Initials _____

N. Prepare and run the required Logic and Accuracy test deck.

O. If applicable, provide daily business day pick-up of the sealed ballot container(s) containing voted ballots from all assigned locations. Provide replacement sealed empty ballot container(s).

P. Publish and post the required legal notices pursuant to § 1-5·205(1) , C.R.S. Notice shall be published for the Jurisdiction's ballot issues, ballot questions, and/ or candidates on or before the deadline as set forth within the SOS Election Calendar - Exhibit A.

Q. CEO will refer members of the press to the DEO regarding specific questions about candidates or ballot questions.

R. Provide the necessary electronic voting tabulation equipment, personnel properly trained in electronic tabulating equipment, programming of the vote tabulating equipment, and the facility to conduct the ballot tabulation.

S. Conduct and oversee the process of counting the ballots and reporting the results by Jurisdiction.

T. Provide a secure area for no more than two persons appointed by the Jurisdiction to observe the ballot counting procedures. Jurisdiction shall ensure participation of its personnel in each of the steps of the processing of the ballots prior to tabulating of the ballots.

U. Conduct a recount of the ballots where the final ballot tabulation results are close enough to require a recount by law, or if not required by statute, upon the request of the Jurisdiction, for any reason. In either scenario, the cost of the recount will be charged to the Jurisdiction. If more than one Jurisdiction is involved in the recount, the cost will be pro-rated among the participating Jurisdictions equally.

Jurisdiction DEO Initials ____

V. In conjunction with the Jurisdiction, prepare and run the required Post Election Audit before certifying election results.

W. Conduct a canvass of the votes and certify the results of the Jurisdiction's election within the time required bylaw and forthwith provide the Jurisdiction with a copy of all election statements and certificates which are to be created under the Code

X. Submit to the Jurisdiction an itemized invoice for all expenses incurred under this Agreement. Within thirty (30) days from the date of receipt of such invoice, the Jurisdiction shall remit to the County the total payment.

Y. Store all election records as required by the Code.

2.2 THE JURISDICTION SHALL PERFORM THE FOLLOWING TASKS IN RELATION TO SAID ELECTION AND TABOR NOTICE:

A. DEO shall familiarize themselves with all statutory and regulatory requirements impacting the Jurisdiction.

B. Identify a DEO to act as liaison between the Jurisdiction and the CEO.

C. Identify immediately to CEO if Jurisdiction is shared by any additional county. Procedures will be followed as per SOS Rule 6.2 to determine controlling county for purpose of setting up shared races, issues, and questions in coordinated elections. (See Section 1.03 (B) herein).

D. The Jurisdiction shall provide the CEO with a copy of the ordinance or resolution stating that the Jurisdiction has adopted the Code and that the Jurisdiction will participate in the Coordinated Election in accordance with the terms and conditions of this Agreement. The ordinance or resolution shall further authorize the presiding officer of the Jurisdiction or other designated person to execute this Agreement.

E. The Jurisdiction confirms that it has sufficient funds available and appropriated in its approved budget to pay its prorated election expenses for this Coordinated Election.

F. The IGA must be returned to the CEO with both signature pages on or before the deadline as set forth within the SOS Election Calendar ·Exhibit A in order to enter into an intergovernmental agreement, per the Code.

Jurisdiction DEO Initials _____

G. It is recommended and encouraged for the jurisdiction to participate in the events listed above. Provide at least one member, and no more than two members, from the Jurisdiction to participate in each of the steps of the election process, if possible.

H. Use the Address Library Report provided by the County to identify eligible electors within the Jurisdiction. In order for the CEO to provide correct ballots to elector s, the information contained in the Address Library Report must be accurate. If the street list information and/or certification are not provided by the date specified herein, the Jurisdiction may not participate in this Coordinated Election.

I. Identify any errors, omissions, and/ or corrections to the street ranges used to define Jurisdictional boundaries, in writing eighty (80) days prior to Election Day.

J. Provide CEO certification of the accuracy of the Address Library Report including any changes, additions, or deletions to be made to the street ranges and return with signed IGA on or before the deadline as set forth within the SOS Election Calendar – attached as Exhibit "A".

K. Proposed Jurisdictions, not already identified by a tax authority code in the County Assessor's records, will provide the CEO's office with a certified legal description, map, and a street list, identifying the street ranges for all streets within the Jurisdiction on or before eighty (80) days prior to Election Day. In the event residential addresses are not available, the proposed Jurisdiction agrees to provide a list of the land parcel numbers that are within the boundaries of the proposed Jurisdiction.

L. Provide CEO certification of any annexations, inclusions, and or exclusions, to the Jurisdiction, including all supporting documents, on or before eighty (80) days prior to Election Day.

M. Review all petition information and verify the information against the registration records, and, where applicable, the county assessor's records as per § 1-4- 908, C.R.S. After review, the DEO shall notify the candidate of the number of valid signatures and whether the petition appears to be sufficient or insufficient. Upon determining that the petition is sufficient and after the time for protest has passed the DEO shall certify the candidate to the ballot, and, if the election is a Coordinated Election, so notify the CEO.

N. Provide a certified copy, and an electronic copy in a ".doc or .rtf" format as an

Jurisdiction DEO Initials _____

email attachment to the Clerk's office at dfolowell@gunnisoncounty.org, of the ballot content (candidates, issues and questions) exactly as it is to appear and be printed on the ballot pages and sample ballots. The certified list of candidates, ballot issues and/or ballot questions shall be final and the Clerk shall not make any changes to the same. Such certified copy and electronic transmission shall be received at the earliest possible time but, in accordance with C.R.S. 1-5-203(3) (a), no later than 60 (sixty) days before the election which, in this is instance, is September 5, 2014, at 5:00 p.m. MST.

O. The Jurisdiction shall proofread and approve the ballot language for printing as soon as the proposed ballot is available. The Jurisdiction shall designate a person to be available for proofing and approving ballot content prior to printing by completing and returning the attached Exhibit "B," no later than September 9, 2014. The designated individual shall be available from 8:00 a.m. to 5:00 p.m. from September 10, 2014, until final approval of the ballots for printing. County Election Office agrees to keep all contact personnel informed of ballot printing status.

P. Jurisdiction is strongly encouraged to write initiatives in plain, non-technical language, worded with simplicity and clarity in compliance with all statutory requirements as per § 1-40- 105(1), C.R.S.

Q. Jurisdiction shall attempt to limit content to four linear ballot column inches. Content exceeding this limit will be subject to additional fees of $1,000 for each additional linear ballot column inch charged in full one linear ballot column inch increments. Content limits shall not apply to candidate races. Charges shall not exceed $0.50 per registered voter, not including publication or TABOR Notice costs.

R. Respond to inquiries as follows: The CEO shall respond to all correspondence and calls within its expertise relating to election procedures. The CEO and Contact Officer shall refer correspondence and calls concerning the substance of the ballot issues or the operations of the Jurisdiction to a person designated by the Jurisdiction to the CEO at least forty-five (45) days prior to this election. The DEO shall have staffing by Jurisdiction and be available to the CEO; and also shall reply to the originator of such substance and operations questions within a reasonable time after being notified of the same by the CEO. The DEO shall refer correspondence and calls relating to election procedures, and which are outside of the DEO's expertise, to the Contact Officer for response.

S. Determine the ballot title and text.

T. Certify, if applicable, the candidate, the list of ballot issues and/or ballot

questions electronically (with receipt confirmed by the County Election Department) in a plain text format on or before the deadline as set forth within the SOS Election Calendar - Exhibit A. The ballot content must be certified in the order in which it will appear on the ballot. The certified list of candidates (order determined by lot drawing, or if applicable, city / town charter), ballot issues, and/ or ballot questions shall be final and the County will not be responsible for making any changes after the certification, except those prescribed by statute. We will not accept text with bold, italic, underline, bullets tables or indentations. All caps are reserved for TABOR issues only per the code.

U. Jurisdiction is to provide the phonetic pronunciation of each candidate's name to assist with the preparation of the audio ballot at the time ballot content is certified to the County. Please call and leave a voice mail recording at (303) 663-6279 and include the candidate name; jurisdiction and title of office.

V. Jurisdiction must indicate whether question(s) are a referred measure or an initiative from a citizen petition. The Jurisdiction understands and agrees that any ballot content submitted to the CEO after the above noted date may result in their candidates, issues, or questions not being on the ballot. In such event, the Jurisdiction will be required to provide for its own election at its sole expense and the remaining terms and conditions of this Agreement will automatically terminate. The Jurisdiction shall also reimburse the full and actual costs of the activities of the CEO relating to the election.

W. Proofread the layout and the text of the Jurisdiction's portion of the official ballots and provide written notice of acceptance before the printing of the ballots. Such acknowledgement shall be made within 30 minutes to 120 minutes, and no later than 5:00 pm of receipt of the layout and text from County.

X. Prepare, hand-count, and deliver to the CEO, the required test deck of ballots for testing the electronic vote counting equipment.

Y. For elections where owning property in the Jurisdiction is a requirement for voting in the election, utilize the online inquiry terminal to access the State of Colorado and Gunnison County voter registration records to confirm voter registration and verify "property ownership" information.

Z. Provide the CEO with an initial and supplemental certified list of "property owners" (if applicable) eligible to vote in the election, as determined by the Jurisdiction, who:

Jurisdiction DEO Initials GGN

a. Own property within the Jurisdiction, appear on the State of Colorado list of registered voters, reside at an address as shown, that is not within the boundaries of Gunnison County ("Out of County" property owners); or,

b. Own property within the Jurisdiction, appear on the Gunnison County list of registered voters, and reside at an address that may not match the property address as shown on the County Assessor's list, but is within the boundaries of Gunnison County "In County" property owners.

c. The lists shall be submitted as an electronic copy. The electronic copy shall be submitted to the CEO using Microsoft Excel format. The spreadsheet shall contain no more than one (1) eligible elector's name per line. Each line shall consist of the following separated fields: eligible elector's county identification number (if applicable), last name, first name, middle name, mailing address, city, state, zip, parcel number, phone number, if available, and Gunnison County precinct number, if applicable.

AA. Publish and post any required legal notices for the jurisdiction's candidates, ballot issues and/ or ballot questions, other than the notice required by § 1-5-205, C.R.S. A copy of such published legal notice shall be submitted to the County for its records.

BB. Provide support on the day of the election via telephone and in person, should the need arise, from 7:00 am until counting of the ballots is completed. Designated contact person for Jurisdiction must be provided upon execution of this Agreement. Emergency contact information must also be provided.

CC. Notify the CEO within twenty- four hours of the completion of the final ballot tabulation whether a recount is required or desired. The Jurisdiction shall reimburse the County for the full cost of the recount. If other Jurisdictions are included in the recount the cost of the recount will be pro-rated among the participating Jurisdictions as per § 1-10.5-101, C.R.S.

DD. Within thirty (30) days from the date of receipt of such invoice, the Jurisdiction shall remit to the County the total payment.

EE. Pay any additional or unique election costs resulting from Jurisdiction delays and/ or special preparations or cancellations relating to the Jurisdiction's participation in the Coordinated Election.

SECTION III.
CANCELLATION OF ELECTIONS

Jurisdiction DEO Initials GN

3.1 CANCELLATION OF ELECTION BY THE JURISDICTION.

A. In the event that the Jurisdiction resolves not to hold the election, then notice of such resolution shall be provided to the CEO immediately. The Jurisdiction shall be liable for the full actual costs of the activities of the CEO relating to the election incurred both before and after the CEO's receipt of such notice. The Jurisdiction shall provide and post notice by publication as defined in the Code. In the event that the Jurisdiction resolves not to hold the election after the last day for the DEO to certify the ballot order and content to the CEO (see SOS Election Calendar – Exhibit "A"), the text provided by the Jurisdiction cannot be removed from the ballot and/ or the Ballot Issue notice (TABOR Notice).

SECTION IV.
MISCELLANEOUS

4.1 NOTICES.

A. Any and all notices required to be given by this Agreement are deemed to have been received and to be effective: (1) three days after they have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery ; or (3) immediately upon receipt of confirmation that a fax was received; to the address of a Party as set forth below or to such Party or addresses as may hereafter be designated in writing:

To County:
Stella Dominguez
Gunnison County Clerk and Recorder
Elections Department
221 N. Wisconsin
Gunnison, CO 81230
Fax: (970) 641-7956

To Jurisdiction:
Gail Davidson
City Clerk
City of Gunnison
201 West Virginia Ave.
Gunnison, CO 81230-0239

Jurisdiction DEO Initials GDD

4.2 TERM OF AGREEMENT.

The term of this Agreement shall continue until all statutory requirements concerning the conduct of the election and the creation, printing, and distribution of the TABOR Notice, if needed, are fulfilled.

4.3 AMENDMENT.

This Agreement may be amended only in writing, and following the same formality as the execution of the initial Agreement.

4.4 INTEGRATION.

The Parties acknowledge that this Agreement constitutes the sole Agreement between them relating to the subject matter hereof and that no Party is relying upon any oral representation made by another Party or employee, agent or officer of that Party.

4.5 CONFLICT OF AGREEMENT WITH LAW, IMPAIRMENT.

In the event that any provision in this Agreement conflicts with the Code or other statute, this Agreement shall be modified to conform to such law. No resolution of either party to this Agreement shall impair the rights of the CEO or the Jurisdiction hereunder without the consent of the other party to this Agreement.

4.6 TIME OF ESSENCE.

Time is of the essence for this Agreement. The time requirements of the Code shall apply to completion of the tasks required by this Agreement. Failure to comply with the terms of this agreement and/ or the deadlines as published in the SOS Election Calendar - Exhibit C or the Code may result in consequences up to and including termination of this agreement.

4.7 GOOD FAITH.

The parties shall implement this Agreement in good faith, including acting in good faith in all matters that require joint or general action.

4.8 NO WAIVER OF GOVERNMENTAL IMMUNITY ACT.

The Parties hereto understand and agree that the County, it commissioners,

officials, officers, directors, agents, and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act (the "CGIA"), §§ 24-10- 101 to 120, C.R.S., or otherwise available to the County or the Jurisdiction. To the extent the CGIA imposes varying obligations or contains different waivers for cities and counties, both the Jurisdiction and the County agree that they will remain liable for their independent obligations under the CGIA, and neither party shall be the agent of the other or liable for the obligations of the other.

4.9 NO THIRD PARTY BENEFICIARIES.

The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement shall be strictly reserved to the County and the Jurisdiction, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person under such Agreement.

4.10 EXHIBITS.

The following Exhibits are incorporated herein by this reference.

Exhibit A SOS Election Calendar (subject to updates)
Exhibit B Designated Individual for Ballot Proofing and Approval
Exhibit C TABOR Notice

END OF PAGE

Jurisdiction DEO Initials GJD

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective on the latest date noted below.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GUNNISON, COLORADO

By: Matthew Birnie, County Manager

Date _____

CHIEF ELECTION OFFICIAL:

By: Stella Dominguez, Clerk and Recorder

Date Aug. 25, 2014

ATTEST:

_____

Deputy Clerk

SIGN HERE

NAME

By Mayor

08/12/2014

Date

CITY OF GUNNISON, COLORADO CITY SEAL INCORPORATED FEBRUARY 23, 1880

ATTEST:

City Clerk

Jurisdiction DEO Initials

EXHIBIT B

Designated Individual for Ballot Proofing and Approval

The Jurisdiction designates the following individual for purposes of proofreading nd approving ballot language prior to printing:

Name: Gail A. Davidson, City Clerk

Phone Number(s): 970·641·8140

Fax Number: 970·641·8051

Email: gail@cityofgunnison-co.gov

ARTICLE II
ELECTIONS

Section 2.1 Applicability of State Constitution:
The Council shall provide by ordinance for the manner of holding City elections and such additional regulations in respect to elections as may be necessary to accomplish the intent of this article.

A. The Colorado Municipal Election Law, and any amendments thereto, heretofore or hereafter adopted and then in force shall prevail, except those provisions which are inconsistent with this Charter.

Section 2.2 Elective Officers and Terms of Office:
The elective officers of the City shall be five Councilmen, all of whom shall be nominated and elected from the City at large. At each regular City election there shall be elected three Councilmen and such additional number as may be required to fill vacancies pursuant to the provision of Section 4.7. The two receiving the highest number of votes shall be elected for a term of office of four years. The one receiving the third highest number of votes shall be elected for a term of office of two years. A number equal to the number of vacancies being filled (if any) who shall receive the next highest numbers of votes in order shall be elected for a term of office of two years.

A. The terms of office for Councilmen shall commence on the Monday next following the regular City or special election at which they are elected.

B. Elections shall be non-partisan. There shall be no partisan designations affixed in any way or manner to any candidate for the office of City Councilman.

C. The term limit of the office of a City Council Member is limited to no more than twelve (12) consecutive years, commencing with terms of office beginning May 12, 1987.

Section 2.3 City at Large; Voting Precinct:
The City of Gunnison shall consist of one ward. The voting precinct of the City shall consist of one until changed by the Council as hereinafter provided. The Council shall by resolution from time to time establish convenient voting precincts in accordance with this Charter and statutes.

Section 2.4 Election Date:
A regular City election shall be held on the second Tuesday in May of each odd numbered year, with the first regular City Election following adoption of this Charter to be held May 14, 1963. Special City elections shall be held in accordance with the provisions of this Charter.

Section 2.5 Special Elections:
Special City elections shall be held when called by resolution of the Council at least 30 days in advance of such election, or when required by this Charter or statute. Any resolution calling a special election shall set forth the purpose of such an election.

Section 2.6 Notice of Election:
The City Clerk shall prepare a list of candidates whose names are entitled to appear on the ballot, with the name of the office to be filled, and shall publish the same as an official notice. Official notice shall be in the same size and form as the official ballot. Publication shall be in a newspaper of general circulation of the City of Gunnison for three consecutive weekly publications immediately preceding the election.

Section 2.7 Voting Hours:
The polls shall be kept open on election day from 7:00 A.M. to 7:00 P.M.

2014 Election Calendar

Primary Election: June 24, 2014
General Election: November 4, 2014

January, 2014		
2-January (Thursday)	Last day to affiliate with a major or minor party in order to run as a party candidate in the primary (either through nomination or petition). Last day to register as unaffiliated, in order to be placed in nomination (by petition) as an unaffiliated candidate.	1-4-601(4)(a) 1-4-801(3) 1-4-802(1)(g)(II) 1-4-1304(2)(b)
6-January (Monday)	Last day to affiliate with the **Republican Party, Democratic Party, or ACP Party** in order to vote in the **March 4th Party precinct caucuses.** (2 months before the precinct caucuses)	1-3-101(1)
8-January (Wednesday)	General Assembly convenes 2014 regular session.	Art. V, § 7
10-January (Friday)	Last day to submit a petition to qualify as a minor political party. (Must be signed by at least 10,000 registered electors and submitted to the Secretary of State)	1-4-1302(1)
31-January (Friday)	Last day for the Secretary of State to issue a notice of sufficiency/insufficiency of a petition to qualify as a minor political party. (21 days after receipt of the petition).	1-4-1302(4)(b)
February, 2014		
3-February (Monday)	Last day to update your voter registration address to participate in the **March 4th party precinct caucuses.** (Must be a resident of the precinct for 30 days and registered to vote no later than 29 days before the precinct caucus)	1-3-101(1)
3-February (Monday)	Last day to change precinct boundaries or create new precincts before the March 4th party precinct caucuses. (No later than 29 days before caucus)	1-5-103(1)
3-February (Monday)	First day to circulate major/minor party candidate petitions. (First Monday in February)	1-4-801(5) 1-4-802(1)(d)(II)
3-February (Monday)	Last day for state central committees to file or amend party bylaws or rules with the Secretary of State. (No bylaw or rule may be filed or amended after the 1st Monday in February)	1-3-103(9)(a)
4-February (Tuesday)	Last day for county clerks to furnish the Republican, Democratic, and ACP Parties with a list of registered electors in the county who are affiliated with the Party. (No later than 28 days before the March 4th party precinct caucuses)	1-3-101(3)(a)
20-February (Thursday)	Last day to post signs for the March 4th party precinct caucuses. (No later than 12 days before the precinct caucuses)	1-4-602(4)
March, 2014		
4-March (Tuesday)	***Republican Party, Democratic Party, and ACP Party Precinct Caucus Day*** (In each even-numbered year, political parties hold their precinct caucus on the 1st Tuesday in March)	1-3-102(1)(a)(I)
14-March (Friday)	Last day for the Secretary of State to prepare an election notice to be used in conjunction with a federal write-in absentee ballot. (At least 100 days before a regularly scheduled election)	1-8.3-116 1-1-106(5)
26-March (Wednesday)	Last day for county clerk to designate drop-off locations and Voter Service and Polling Centers for the **June 24th Primary Election**. Before designation, clerks must also complete an accessibility survey for all locations. (No later than 90 days before the Primary Election)	Rule 7.9
26-March (Wednesday)	Last day for county clerk to submit a mail ballot plan to the Secretary of State for the June 24th Primary Election. (No later than 90 days before the Primary Election)	1-7.5-105(1) Rule 7.1.1
29-March (Saturday)	Last day to hold **Republican Party, Democratic Party, and ACP Party county assemblies**. (No later than 25 days after precinct caucuses)	1-4-602(1)(a)(I)
*	County candidates' designations and acceptances must be filed no later than 4 days after the adjournment of the county assembly. If faxed, the original must also be filed and postmarked no later than 10 days after the adjournment of the assembly.	1-4-601(3)(a) 1-4-604(3)
31-March (Monday)	Last day to file major/minor party candidate petitions. (No later than 85th day before the Primary Election)	1-4-801(5) 1-4-802(1)(f)(II)

Use this as a reference guide only. Always refer to the Colorado Constitution, Revised Statutes, and Secretary of State Rules for applicable provisions.

2014 Election Calendar

April, 2014		
4-April (Friday)	Last day to submit draft ballot issues to the Title Board, if the issue is to appear on the 2014 General Election ballot. (No later than 3 p.m., 12 days before the last Title Board Hearing held on April 16th)	1-40-106(1)
12-April (Saturday)	Last day to hold major/minor party assemblies. (No later than 73 days before the Primary Election)	1-4-601(1) 1-4-1304(b)(I)
*	For major parties, designation and acceptance forms must be filed no later than 4 days after adjournment of the party assembly. If faxed, the originals must also be filed and postmarked no later than 10 days after the adjournment of the assembly.	1-4-601(3)(a) 1-4-604(6)(a)
*	For minor parties, designation forms must be filed no later than 4 days after the assembly. Acceptance forms must be postmarked or received by the DEO no later than 4 business days after the filing of the certificate of designation. If faxed, the originals must also be filed and postmarked no later than 10 days after the adjournment of the assembly.	1-4-1304(3), (4)
*	Objections to nominations, designations, or petitions must be filed with the district court within 5 days after the election official's sufficiency statement was issued or after the certificate of designation was filed with the designated election official.	1-4-909(1)
16-April (Wednesday)	Last day to hold a Title Board hearing for ballot issues that will appear on the 2014 General Election ballot. (3rd Wednesday in April)	1-40-106(1)
18-April (Friday)	Last day a write-in candidate may file an Affidavit of Intent for the Primary Election. (By the close of business on the 67th day before the Primary Election)	1-4-1102(1)
25-April (Friday)	Last day for designated election officials to submit security and contingency plans to the Secretary of State. (No later than 60 days before the first election in which the procedures will be used. Secretary of State will notify DEO of approval/disapproval of plan no later than 15 days after receiving the submission).	1-5-616(5)(b) Rule 20.1
25-April (Friday)	Last day for the Secretary of State to deliver the Primary Election ballot order and content to county clerks. (No later than 60 days before the Primary Election)	1-5-203(1)(a)
25-April (Friday)	The designated election official may cancel the Primary Election if there are no contested races by the close of business on the 60th day before the Primary Election.	1-4-104.5(1)
25-April (Friday)	Last day for the county clerk to send correspondence to each UOCAVA elector whose record is marked "Inactive." This correspondance must include information regarding the upcoming election. (No later than 60 days before the Primary Election).	Rule 16.1.8
25-April (Friday)	Last day for counties to begin video surveillance recordings of areas specified in Rule 20.7.3. (Beginning at least 60 days before the election and continuing through at least 30 days after the election).	Rule 20.7.2
29-April (Tuesday)	Last day for the county chairperson to certify names and addresses of recommended election judges to the county clerk. (Last Tuesday of April)	1-6-103(1)(a)
29-April (Tuesday)	Last day an unaffiliated voter may give notice in writing to the county clerk that he or she wishes to serve as an election judge. (Last Tuesday of April)	1-6-103.7
*	Designated election official must confirm apointments by mailing a certification of appointment and acceptance form to election judges. Each person appointed as an election judge must file an acceptance form with the designated election official within 7 days after the certification and acceptance form are mailed.	1-6-104(1) 1-6-106(1) 1-6-106(3)
May, 2014		
5-May (Monday)	First day for judicial candidates to file a declaration of intent to run for another term. (Not more than 6 months, but not less than 3 months before the General Election)	Art. VI, Sect. 25 1-1-106(4)
10-May (Saturday)	First day for the county clerk to mail a notice by forwardable mail to each unaffiliated active registered eligible elector. The notice must inform the elector that he or she must affiliate with a political party in order to vote in the Primary Election. (Between 45 and 30 days before the Primary Election)	1-7.5-107(2.3)

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10-May (Saturday)	Deadline for county clerk to transmit a primary election ballot to military and overseas voters. (No later than 45 days before the Primary Election)	1-8.3-110
10-May (Saturday)	The county clerk must report to the Secretary of State the number of ballots transmitted to military and overseas electors by the 45-day deadline. (No later than 45 days before the election)	Rule 16.1.9
10-May (Saturday)	First day that a county clerk a or designated election official may hold election judge training for the Primary Election. (Not more than 45 days before the Primary Election)	1-6-101(5)
15-May (Thursday)	First day an unaffiliated candidate may circulate or obtain signatures on a petition for nomination for the General Election. (An unaffiliated candidate may not circulate a petition or gather signatures earlier than 173 days before the General Election)	1-4-802(1)(d)(I)
23-May (Friday)	Last day for the county clerk to mail a notice by forwardable mail to each unaffiliated active registered eligible elector stating that he or she must affiliate with a political party in order to vote in the Primary Election. (Not less than 30 days, nor more than 45 days before the Primary Election)	1-7.5-107(2.3) 1-1-106(5)
23-May (Friday)	Ballots for Primary Election must be printed and in possession of the county clerk. (No later than 32 days before the Primary Election)	1-5-402(1)
23-May (Friday)	Last day for voters who are affiliated with a political party to change or withdraw their affiliation if they wish to vote in a different party's primay election. (Up to and including the 29th day before the Primary Election) Note: In order to participate in the primary election, unaffiliated voters may affiliate at any time before and through the day of the primary election.	1-2-219(1) 1-1-106(5)
June, 2014		
2-June (Monday)	First day that mail ballots may be mailed to voters, except for UOCAVA voters. (Not sooner than 22 days before the Primary Election)	1-7.5-107(3)(a)(I) Rule 7.2.3
2-June (Monday)	Last day to submit an application to register to vote through a voter registration drive. (No later than 22 days before the election)	1-2-201(b)(I)
4-June (Wednesday)	Last day to post polling place signs for the Primary Election. (At least 20 days before the election)	1-5-106(1)
4-June (Wednesday)	Last day for the county clerk to publish notice that the Primary Election will be conducted by mail ballot. (No later than 20 days before the Primary Election)	1-5-205(1)(a)-(c) 1-7.5-107(2.5)(a)
6-June (Friday)	Last day to send out mail ballots for the Primary Election. (No later than 18 days before the Primary Election)	1-7.5-107(3)(a)(I) Rule 7.2.4
9-June (Monday)	Last day for major political parties to appoint members to the county canvass board for the Primary Election. (At least 15 days before the Primary Election)	1-10-101(1)(a)
9-June (Monday)	First day to begin counting mail ballots received for the Primary Election. No results may be disclosed until after 7:00 p.m. on election day. (15 days before the election)	1-7.5-107.5
9-June (Monday)	Last day for the county clerk to submit election setup records to the Secretary of State by regular mail. (No later than 5:00 PM on the 15th day before election day)	Rule 11.4
14-June (Saturday)	Deadline for county clerk to post a copy of the published notice of Primary Election in a conspicuous place in the offices of the designated election official or the county clerk. (At least 10 days before the election and until 2 days after the election)	1-5-205(1.3)
14-June (Saturday)	Last day for the county clerk to file the voting system inventory with the Secretary of State. (No later than 10 days before the election for use in the Logic and Accuracy Test and the Post-Election Audit Test)	Rule 11.2.3
16-June (Monday)	Last day to submit an electronic change of address form or for a county clerk to receive a change of address form by mail. (No later than the 8th day before the Primary Election for online registration; No later than the close of business on the 8th day by mail)	1-2-216(4)(a)

16-June (Monday)	Last day for an individual to submit a voter registration application through the online voter registration system, the mail, a voter registration agency, or a local driver's license examination facility. (Through the 8th day before an election)	1-2-201(3)(b)(III)
*	If the county clerk receives a voter registration application within the 8 days before the election, the clerk must process the application and inform the applicant that he or she will not receive a mail ballot. To receive a ballot, the applicant must visit a Voter Service and Polling Center.	1-2-201(4) 1-2-217.7(3.5) 1-2-508(3)
16-June (Monday)	Last day for a county to send its Election Night Reporting (ENR) "zero file" or list of ballot content to the Secretary of State. (No later than 8 days before the election)	Rule 11.10.2
16-June to 24-June	The minimum number of required voter service and polling centers must be open for the Primary Election. (Beginning at least 8 days before and on election day, except Sundays)	1-7.5-107(4.5)(c) Rule 7.8
17-June (Tuesday)	Last day to file an absentee ballot application to receive the absentee ballot by mail. (No later than the close of business on the 7th day before the election)	1-7.5-116(3)
20-June (Friday)	Last day to request an in-person absentee ballot. (Before the close of business on the Friday immediately preceding the election)	1-7.5-116(3)
20-June to 24-June	The minimum number of required drop-off locations must be open. (Beginning at least 4 days before and on election day, except Sundays)	1-7.5-107(4.3)(b) Rule 7.5
24-June (Tuesday)	***Primary Election*** (Polls open 7:00 a.m. to 7:00 p.m.)	1-4-101(1) 1-7-101(1) Rule 7.8.1(b)
24-June (Tuesday)	All ballots must be received by the county clerk by 7:00 p.m. Ballots cast by military and overseas voters must be sent no later than 7:00 p.m. MT and received by the close of business on the 8th day after the election.	1-7.5-107(4)(b)(II) 1-8.3-111 1-8.3-113 Rule 16
26-June (Thursday)	Deadline for the county clerk to send missing signature, signature verification, and missing ID letters. (Within 3 days after receipt of ballot missing ID/confirmation of signature deficiency, but no later than 2 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rules 7.6.1 , 7.7.4
26-June (Thursday)	Deadline for the Secretary of State to notify the designated election official which voting devices and which race or races on the ballot will be audited (No later than 48 hours after the close of the polls).	Rule 11.3.3(a)
	July, 2014	
1-July (Tuesday)	The Secretary of State must notify county clerks and the minor political party if any minor political party ceases to qualify as such a party. (No later than July 1)	1-4-1305(2)
1-July to 15-July	Date range to send notification of the time and place of party lot drawing. The drawing determines ballot positions of candidates to appear on the 2014 General Election ballot.	1-5-404(2)
2-July (Wednesday)	Last day for ballots cast by military and overseas electors to be received by the county clerk in order to be counted. (No later than the close of business on the 8th day after election day)	1-8.3-111 1-8.3-113 Rule 16.1.6
2-July (Wednesday)	Last day for an elector to cure a signature discrepancy or missing signature, or to provide missing ID for mail or provisional ballot to be counted. No later than 8 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7.6.2
7-July (Monday)	Last day for the county clerk to complete verification and counting of provisional ballots. (Within 10 days after the Primary Election)	1-8.5-105(5) 1-1-106(4)
7-July (Monday)	Last day to complete the canvass and submit official abstract of votes cast for the Primary Election to the Secretary of State. (No later than the 13th day after the election)	1-10-102(1)

7-July (Monday)	Last day for the designated election official to report the results of the post-election audit to the Secretary of State. (By 5:00 pm on the last day to canvass).	Rule 11.3.3(m)
10-July (Thursday)	Last day to file an unaffiliated candidate nomination petition. (No later than 3:00 p.m. on the 117th day before the General Election)	1-4-802(1)(f)(I)
14-July (Monday)	Last day for electors to circulate or file a recall petition against the Governor or any other election official whose term of office ends on 1/13/2015.	Art IV, Sect. 1 1-12-102(4)
14-July (Monday)	Last day for electors to circulate or file a recall petition against a member of the General Assembly whose term of office ends on 1/14/2015.	Art V, Sect. 7 1-12-102(4)
14-July (Monday)	Last day for the Secretary of State to compile the returns and order appropriate recounts of the Primary Election. (No later than the 20th day after the Primary Election)	1-10-103(2) Rule 10
15-July (Tuesday)	Last day for interested parties to request a recount of the Primary Election at their own expense. (Within 21 days after the Primary Election)	1-10.5-106(2) Rule 10.15
17-July (Thursday)	Last day for a write-in candidate to file an Affidavit of Intent for the General Election. (By the close of business on the 110th day before the General Election)	1-4-1102(1)
24-July (Thursday)	Last day to complete a statutory or requested recount of the Primary Election. (No later than the 30th day after the Primary Election)	1-10.5-102(2) 1-10.5-106(2)
25-July (Friday)	Last day for the Secretary of State to prepare an election notice to be used in conjunction with a federal write-in absentee ballot. (At least 100 days before a regularly schedule election)	1-8.3-116 1-1-106(5)
25-July (Friday)	Last day for a political subdivision to notify the county clerk in writing that it has taken formal action to participate in the General Election. (100 days before the General Election)	1-7-116(5) 1-1-106(5)
31-July (Thursday)	Last day for the designated election official to provide a notice of sufficiency/insufficiency regarding unaffiliated candidate nomination petitions. (No later than 96 days before the General Election)	1-4-908(3)
August, 2014		
4-August (Monday)	Last day to file an initiative petition with the Secretary of State for the 2014 General Election, no later than 3:00 p.m. (At least 3 months before the election)	Art V, Sect. 1(2)
4-August (Monday)	Last day for judicial candidates to file a Declaration of Intent to run for another term. (Not less than 3 months before the General Election)	Art. VI, Sect. 25
6-August (Wednesday)	Last day for the county clerk to submit a mail ballot plan to the Secretary of State. (No later than 90 days before every election)	1-7.5-105(1) Rule 7.1.1
6-August (Wednesday)	Last day for county clerk to designate drop-off locations and Voter Service and Polling Centers. Clerks must also complete an accessibility survey for all locations annually before designation. (No later than 90 days before the election)	Rule 7.9
11-August (Monday)	Last day to amend an unaffiliated candidate nomination petition. (No later than 3:00 p.m. on the 85th day before the General Election)	1-4-912
21-August (Thursday)	Last day for the designated election official to notify an unaffiliated candidate of whether the amended nominating petition is sufficient/insufficient. (No later than the 75th day before the General Election)	1-4-912
26-August (Tuesday)	Last day for intergovernmental agreements to be signed by county clerks and political subdivisions. (No later than 70 days before the General Election)	1-7-116(2)
September, 2014		
3-September (Wednesday)	Last day for the Secretary of State to examine submitted inititiative petitions and issue a statement of sufficiency or insufficiency. (No more than 30 calendar days after the petition is filed)	1-40-116(2)
5-September (Friday)	Last day for the designated election official of each political subdivision to certify the ballot order and content. Each DEO must also deliver the certification to the county clerk for the coordinated election. (No later than 60 days before the General Election)	1-5-203(3)(a)
5-September (Friday)	Last day for designated election officials to submit security and contingency plans to the Secretary of State. (No later than 60 days before the first election in which the procedures will be used)	1-5-616(5)(b) Rule 20.1

5-September (Friday)	Last day for counties to begin video surveillance recordings of areas specified in Rule 20.7.3. (Beginning at least 60 days before the election and continuing through at least 30 days after the election).	Rule 20.7.2
8-September (Monday)	Last day for the Secretary of State to deliver the certification of ballot order and content to each county. (No later than 57 days before the General Election)	1-5-203(1)
19-September (Friday)	Last day to file written comments concerning local ballot issues with the designated election official in order to be included in the ballot issue notice. (Friday before the 45th day before the election)	Art. X, Sect. 20(3)(b)(v) 1-7-901(4)
20-September (Saturday)	Last day to transmit ballots and ballot materials to overseas military voters. (No later than 45 days before the election)	1-8.3-110(1) Rule 16
20-September (Saturday)	Last day the county clerk must report to the Secretary of State the number of ballots transmitted to military and overseas electors by the 45-day deadline.	Rule 16.1.9
20-September (Saturday)	First day the county clerk or designated election official may hold election judge training. (Not more than 45 days before the election)	1-6-101(5)
22-September (Monday)	Last day for a petition's representatives to submit favorable comments for the ballot issue notice. Comments must be submitted to the designated election official. (No later than 43 days before the election).	1-7-903(3)
23-September (Tuesday)	Last day for the designated election official to deliver the full text of any required ballot issue notices to the county clerk. (No later than 42 days before the election)	1-7-904
October, 2014		
3-October (Friday)	Last day for official ballots to be printed and in the possession of the county clerk. (No later than 32 days before the General Election)	1-5-402(1)
3-October (Friday)	Last day to mail notice of a ballot issue election. (At least 30 days before a ballot issue election)	Art. X, § 20(3)(b) 1-1-106(5)
14-October (Tuesday)	First day that mail ballots may be mailed to voters, except for UOCAVA voters. (Not sooner than 22 days before the General Election)	1-7.5-107(3)(a)(I) Rule 7.2.3
14-October (Tuesday)	Last day to submit an application to register to vote through a voter registration drive. (No later than 22 days before the election)	1-2-201(3)(b)(I)
15-October (Wednesday)	Last day to post polling place signs for the General Election. (At least 20 days before the election)	1-5-106(1)
15-October (Wednesday)	Last day for the county clerk or designated election official to provide notice by publication that the General Election will be conducted by mail ballot. (No later than 20 days before the General Election)	1-7.5-107(2.5)(a)(I)
17-October (Friday)	Last day to send mail ballots to voters for the General Election, except for UOCAVA voters. (No later than 18 days before the General Election)	1-7.5-107(3)(a)(I) Rule 7.2.4
20-October to 4-November	The minimum number of required voter service and polling centers must be open for the General Election. (Beginning at least 15 days before and on election day, except Sundays)	1-5-102.9(2) Rule 7.8
20-October (Monday)	Last day for major political parties to appoint members to the Canvass Board for the General Election. (At least 15 days before the General Election)	1-10-101(1)(a) Rule 10
20-October (Monday)	First day to begin counting General Election ballots. No results may be disclosed until after 7:00 p.m. on election day. (15 days before the election)	1-7.5-107.5
20-October (Monday)	Last day for the county clerk to submit election setup records to the Secretary of State by regular mail. (No later than 5:00 PM on the 15th day before election day).	Rule 11.5
25-October (Saturday)	Last day for the county clerk to file the voting system inventory with the Secretary of State. (No later than 10 days before the election for use in the Logic and Accuracy Test and the Post-Election Audit Test)	Rule 11.3.3
27-October (Monday)	Last day to submit an electronic change of address form or for a county clerk to receive a change of address form by mail. (No later than eight days before the election for online registration; No later than the close of business on the eighth day by mail)	1-2-216(4)(a) 1-2-202.5(7)(c)(I)

27-October (Monday)	Last day for an individual to submit a voter registration application through the online voter registration system, the mail, a voter registration agency, or a local driver's license examination facility. (Through the 8th day before an election)	1-2-201(3)(b)(III)
*	If the county clerk receives a voter registration application within the 8 days before the election, the clerk must process the application and inform the applicant that he or she will not receive a mail ballot. To receive a ballot, the applicant must visit a Voter Service and Polling Center.	1-2-201(4) 1-2-217.7(3.5) 1-2-508(3)
27-October (Monday)	Last day for a county to send its Election Night Reporting (ENR) "zero file" or list of ballot content to the Secretary of State. (No later than 8 days before the election)	Rule 11.11.2
28-October (Tuesday)	Last day to file an absentee ballot application to receive the absentee ballot by mail. (No later than the close of business on the 7th day before the election)	1-7.5-116(3)
31-October (Friday)	Last day to request an in-person absentee ballot. (Before the close of business on the Friday immediately preceding the election)	1-7.5-116(3)
November, 2014		
1-November (Saturday)	First day counties with more than 25,000 active electors are required to provide stand along drop-off locations.	1-5-102.9(b)(I)(B)
4-November (Tuesday)	***General Election*** (Polls open 7:00 a.m. to 7:00 p.m.)	1-1-104(17) 1-4-201 Rule 7.8.1(b)
4-November (Tuesday)	All ballots must be received by the county clerk by 7:00 p.m. Ballots cast by military and overseas voters must be sent no later than 7:00 p.m. MT and received by the close of business on the 8th day after the election.	1-7.5-107(4)(b)(II) 1-8.3-111 1-8.3-113 Rule 16
6-November (Thursday)	Deadline for the county clerk to send missing signature, signature verification, and missing ID letters. (Within 3 days after receipt of ballot missing ID/confirmation of signature deficiency, but no later than 2 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rules 7.6.1 , 7.7.4
6-November (Thursday)	Deadline for the Secretary of State to notify the designated election official which voting devices and which race or races on the ballot will be audited. (No later than 48 hours after the close of the polls)	Rule 11.3.3(a)
12-November (Wednesday)	Last day for ballots cast by military and overseas electors to be received by the county clerk in order to be counted. (No later than the 8th day after election day)	1-8.3-111 1-8.3-113 Rule 16.1.6
12-November (Wednesday)	Last day for elector to cure signature discrepancy or missing signature, or to provide missing ID for mail and provisional ballot to be counted. (Within 8 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7.6.2
18-November (Tuesday)	Last day for verification and counting of provisional ballots. (Within 14 days after the General Election)	1-8.5-105(5) Rule 17
21-November (Friday)	Last day to complete the canvass for the General Election. (No later than the 17th day after the election)	1-10-102(1) Rule 10
21-November (Friday)	Last day for the designated election official to report the results of the post-election audit to the Secretary of State. (By 5:00 PM on the last day to canvass)	Rule 11.3.3(m)
24-November (Monday)	Last day to submit the official Abstract of Votes cast for the General Election to the Secretary of State. (No later than the 18th day after the election)	1-10-103(1) 1-1-106(4)
December, 2014		
4-December (Thursday)	Last day for the Secretary of State to compile and total returns from all counties and order appropriate recounts, if any. (No later than the 30th day after the General Election)	1-10-103(2) 1-10.5-102(2)

5-December (Friday)	Last day for an interested party to request a recount of the results of the General Election at their own expense. (Within 31 days after the General Election)	1-10.5-106(2)
11-December (Thursday)	Last day to complete a recount requested by an interested party. (No later than the 37th day after the General Election)	1-10.5-106(2)

Computation of Time Note		
	If the last day for any act to be done or the last day of any period is a Saturday, Sunday, or legal holiday . . . the period is extended to include the next day which is not a Saturday, Sunday, or legal holiday.	1-1-106(4)
	If a state statute requires doing an act in "not less than," "no later than," "at least" a certain number of days, "prior to" a certain number of days, or a certain number of months "before" the date of an election (or any phrase that suggests a similar meaning), the period is shortened to and ends on the prior business day that is not a Saturday, Sunday, or legal holiday.	1-1-106(5)