

May 2, 2023 Election Information Reference Guide

- There will be 2-Four (4) year terms.

CALL FOR NOMINATIONS:

Call for Nominations will be mailed to all households in which there is at least one registered voter, published in the Colorado Springs Gazette, emailed to registered voters with emails on their voter records and posted on the CPMD website between January 22, 2023 and February 16, 2023.

SELF NOMINATION FORMS AND ACCEPTANCE FORMS:

Self-Nomination forms and Acceptance forms will be filed with the Designated Election Officer or Secretary / Presiding Office of the Board of Directors no earlier than January 1, 2023 and no later than the close of business on February 24, 2023.

Candidate must be an eligible elector of the District at time of signing nomination form. Must be witnessed by any registered elector of the State. If an incumbent's term expires and is term limited, (s) he cannot file a nomination form.

Eligible elector means a person who, at the time for nomination, is registered to vote in Colorado and;

- Who is a resident of the special district; or
- Who, or whose spouse or civil union partner, owns taxable real or personal property situated within the boundaries of the special district, whether said person resides within the special district or not.

A person who is obligated to pay taxes under a contract to purchase taxable property situated within the boundaries of the special district shall be considered an owner for purposes of the meaning of eligible elector.

CANCELLATION OF ELECTION:

Election can be cancelled if there are no more candidates, including write-in candidates, than the positions to be filled, and there are no ballot issues or ballot questions.

Elections cannot be cancelled in part. If there is a ballot issue or ballot question, election of candidates must still be on the ballot.

Election can be cancelled after the close of business on February 28, 2023 (63rd day before the election).

DEO shall declare the candidates elected to the term of office for which they were nominated. DEO must notify the candidates of the cancellation and that they were declared elected.

If Election is NOT cancelled, ballot content certification is done no later than 60 days before the election, or March 3, 2023.

UNIFORM AND OVERSEAS CITIZENS ABSENTEE VOTING ACT (UOCAVA):

Required for both polling place and mail ballot elections.

Districts must transmit ballot to eligible electors designated as a “covered voter” under UOCAVA no later than 45 days before the election, or March 17th, 2023.

MAIL BALLOT ELECTIONS:

Include location for delivery of voted ballots and where ballots can be obtained. Not required to be located within the District. Should be convenient for eligible electors.

For mail ballot election, before a ballot can be mailed to a person, DEO must confirm that they are an eligible elector of the District.

The voter registration list will include all “active” and “inactive” registered electors within the District. Ballots are only automatically mailed to those electors who are “active”. Any “inactive” elector must request a ballot from the DEO.

Ballot packets will be mailed no earlier than 22 days before the election; or April 10th, 2023 and no later than 15 days before the election; or April 17th, 2023.

Walk-In Locations:

Mail ballot packets must be available at location designated in Mail Ballot Plan for: “inactive” electors.

Eligible electors not on voter registration list of property owner’s list (I.E. Spouse or Civil Union partner of a property owner).

Replacement ballots:

Location open April 10 to May 1, Monday through Friday, 8:00 a.m. to 5:00 p.m. and Election Day; May 2nd from 7:00 a.m. to 7:00 p.m.

Those eligible electors on the Permanent Absentee Voter (PAV) list shall be mailed an absentee voter ballot for polling place elections.

NOTICE OF ELECTION:

Notice of Election must be:

- Published in legal newspaper circulated within the District one time no later than April 12th, 2023.
- Posted in DEO designated location.
- Mailed or emailed to County Clerk of each county in which the District is located.

MAIL BALLOT ELECTIONS:

Polling place and walk-in voting locations open from 7:00 a.m. to 7:00 p.m.

For mail ballot elections, Election Judges may commence counting 15 days prior to the election. (not recommended for smaller elections).

Ensure secrecy of count until after 7:00 p.m.

If appointed, watchers may be present.

ELECTION NIGHT:

Election Judges certify unofficial election results and post at polling place or walk-in locations.

Election Judges issue Certificate of Election Returns.

Designated Election Judge shall return all election supplies and materials to DEO.

Make sure Election Judges have signed all necessary forms before leaving polling place or walk-in voting location.

CANVASS BOARD:

DEO appoints Canvass Board, at least 15 days before the election; April 17th, 2023.

One District Board Member and One eligible elector of the District (not a board member).

To the fullest extent possible, no member of the Canvass Board nor the member's spouse or civil union partner shall have a direct interest in the election.

Duty is to certify final election results after Election Day.

Last day Canvass Board shall certify official and final results is May 16th, 2023.

Must wait to ensure all eligible UOCAVA ballots have been received up to the 8th day after the election; May 10th, 2023.

COMMENCEMENT OF TERMS OF OFFICE:

IF ELECTION CANCELLED:

Terms of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the District following the date of the election, but no later than thirty (30) days following the date of the election and upon the signing of an oath and filing with the County Clerk for each county in which the District is located and posting of a bond.

IF ELECTION CONDUCTED:

The term of office of each newly elected person shall commence at the next meeting of the Board of Directors of the District following the election, but no later than thirty (30) days following the date the election results were certified by the Canvass Board and upon the signing of an oath and filing with the County Clerk of each county in which the District is located and posting of a bond.

