

Mail Ballot Plan
Special Municipal Election
Election Date: January 15, 2013

1. Election authorized by:

C.R.S. Section 1.7.5.105
C.R.S. Title 31, Article 10 Municipal Election Code
C.R.S. Title 31, Article 2, Part 2 Municipal Home Rule
Salida Municipal Code Chapter 2, Article 1 Elections
Ordinance 2012-12

2. Secretary of State

The Mail Ballot Plan was sent to the Secretary of State November 13, 2012. They must reply within 15 days.

3. Address and hours of operation for all “drop-locations.”

1 drop off location: City Hall, 448 East First Street, Salida, CO 81201. Hours of operation are 8 a.m. to 5 p.m. Monday through Friday, except for Holidays and 7 a.m. to 7 p.m. on Election Day, January 15, 2013.

4. Voting Machines

Walk-in voting locations will not be utilized because this election is being conducted as an independent mail ballot election not coordinated with the County Clerk and Recorder.

5. Timetable for Election

Date of approval of election by governing body [Rule 12.4.1]	September 18, 2012
Date by which local jurisdictions must submit notice of election to the County Clerk and Recorder if the County Clerk will assist with the election (no later than 40 days before the election) [Section 1-5-303(1), C.R.S.; Rule 12.4.1]	October 22, 2012
	N/A

<p>Date by which local jurisdictions must submit notice of election to the county assessor, if property owners are eligible to vote in the election (no later than 40 days before the election) [Section 1-5-304(1), C.R.S.]</p>	
<p>Date by which the County Clerk and Recorder must submit the list of eligible electors to the local jurisdiction conducting the mail ballot election.</p> <p>Also, for special district elections, the date by which the county assessor must submit the list of property owners who are eligible to vote in the election to the jurisdiction. (No later than 30 days before the election) [Section 1-7.5-107(2), C.R.S.]</p>	<p>December 14, 2012</p>
<p>Date of close of registration (29 days before the election) [Section 1-2-201(3), C.R.S.]</p>	<p>December 17, 2012</p>
<p>Date ballots will be mailed (no sooner than 22 days before the election and no later than 18 days before the election) [Section 1-7.5-107(3), C.R.S.]</p>	<p>December 24, 2012</p>
<p>Date ballots will be made available at the designated election official's office, or the office designated in the Mail Ballot Plan (no sooner than 22 days prior to the election) [Section 1-7.5-107(3), C.R.S.]</p>	<p>December 26, 2012</p>
<p>Date by which the County Clerk and Recorder must submit a supplemental list of eligible electors to the local jurisdiction conducting the mail ballot election.</p>	<p>December 26, 2012</p>

Also, for special district elections, the date by which the county assessor must submit a supplemental list of property owners who are eligible to vote in the election to the jurisdiction. (No later than 20 days before the election) [Section 1-7.5-107(2), C.R.S.]	
Date of publication of notice of election, including information regarding walk-in voting and accessible voting options.(no later than 20 days before the election) [Sections 1-5-705 and 1-7.5-107(2.5), C.R.S.]	December 19, 2012
Date verification and counting of ballots will begin (counting may begin 15 days before the election) [Section 1-7.5-107.5, C.R.S.]	January 14, 2013
Date of election	January 15, 2013

6. Distributing, Handling and Counting of Ballots

Ballots will be mailed to active registered voters in the City of Salida between December 24, 2012 and December 28, 2012. Section 1-7.5-107(3) C.R.S.

The designated election official will supervise the distributing, handling, counting of ballots and the survey of returns in accordance with rules promulgated by the Secretary of State and will take necessary steps to protect the confidentiality of the ballots cast and the integrity of the election. Section 1-7.5-105(3) C.R.S.

- Salida City Hall staff will be sworn in as assistant deputy city clerks.
- A secure, sealed ballot drop off box will be at the front desk of City Hall, locked to the counter and under watch at all times. Voters may drop ballots off at City Hall during business hours.

- Two sworn-in staff members will pick up mail ballot envelopes from the City Hall mailbox daily, recording the date, time of day, # of ballots received, date stamped and logged by, and ballots retrieved by.
- Ballots are retrieved from the City Hall Mailbox and the ballot box at City Hall on a daily basis. They are alphabetized and placed in batches of 50, with a number assigned to each batch. The batch will be bundled with a daily tally sheet, and placed in a sealed ballot box, which will be stored in the Judge's Processing Room (vault) and be locked at all times.
- The tally sheet consists of:

**City of Salida
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DAILY MAIL BALLOT RECEIVED LOG

Date _____

Number of ballots received today _____

MINUS # of undeliverable ballots received _____

Total Ballots for day _____

Designated Election Officials Signature _____

Assistant Deputy City Clerk Signature _____

7. Election Judges

At least 15 days before the election (December 15, 2012), the governing body shall appoint the judges of an election. Each judge of election shall be an elector registered to vote in Colorado and shall be at least 18 years of age. The clerk shall make and file in his/her office a list of all persons so appointed, giving their names, addresses and precincts. Such list shall be public record. Section 31-10-401 C.R.S.

- Requested list of prior election judges from Joyce Reno November 13 and November 16.

- Will appoint judges based on interest, availability, and experience.
- Colorado Student Election Judge Program – reach out to Salida High School.

Election Judge Training: January 4, 2012 at 2 p.m.

Need Election Judges: January 11; 14 and 15

8. Ballot Processing

To begin the processing:

- Judge #1 retrieves the batch to be processed. Duties include insuring there are 50 ballots in the batch before beginning the process. Read the name on the envelope out loud to confirm that the voter is on the list and no other ballot has been voted. Check to make sure the voter signed the return envelope. Once confirmed, slit the outer envelope and pass the ballot to Judge #2.
- Judge #2 opens the return envelope and the secrecy envelope and announces the ballot number. If the ballot number is confirmed by Judge #3, Judge #3 enters the batch number and the date and his/her initials in the Poll Book. Judge #2 unfolds the ballot and places it face down in a stack in front of him, and passes the return envelope and secrecy envelope to Judge #4. Judge #4 removes the ballot stub and places the stub, the return envelope and the secrecy envelope in the pile in front of him.
- When the last ballot in the batch is processed, Judge #4 confirms that there are 50 ballots in the batch before beginning another batch.
- Once 50 ballots are confirmed, the other judges assist in separately banding and attaching a sticky note to the ballots, the return envelopes, the secrecy envelopes and the ballot stubs that include the batch number and the date and the initials of the Judge who banded the stack.
- Place the return envelopes and the secrecy envelopes and ballot stubs in a storage box.
- Place the ballots in a transfer case and log the batch number and number of ballots on the Audit Log, include the date and initials of the Judge who logged and placed the ballots in the case.
- Log the number of ballots placed in the transfer case on the flip chart in the Judge's office and include the date and initials of the Judge who logged the batch in on the flip chart.

TOTAL							

9. Model 100 Ballot Scanner and Software

Colorado Secretary of State Rule 11

- Hardware Diagnostic Test
- Logic & Accuracy Test
 - Test Ballots and Election Judges
- Post-Election

All deposited ballots will be counted as provided in Article 7.5 of Title 1, C.R.S. and by rules promulgated by the Secretary of State. A mail ballot will be valid and counted only if it is returned in the return envelope, the self-affirmation on the return envelope is signed and completed by the eligible elector to whom the ballot was issued, and the information on the return envelope is verified.

If the election official determines that an eligible elector to whom a replacement ballot has been issued has voted more than once, the first ballot returned by the elector will be considered the elector’s official ballot.