

## **TOWN OF EAGLE 2020 MAIL BALLOT ELECTION PLAN**

**Date of Election:** April 7, 2020

**Description of Election:** General Municipal Election to Determine Town Board Members, a ballot question and a ballot issue.

**Designated Election Official:** Jenny Rakow, Town Clerk

**Statute and Home Rule Charter Provision Authorizing an Election:** Title 31, Article 10 of the Colorado Revised Statutes

**NUMBER OF ELIGIBLE ELECTORS:** According to the Eagle County Elections Office, the number of eligible electors as of November 5, 2019, is 4,707.

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### **ASSISTANCE PROVIDED BY EAGLE COUNTY CLERK AND RECORDER**

- Generate lists of registered electors

### **RESPONSIBILITIES OF THE TOWN CLERK**

- Issue and collect candidate petitions, verify petition signatures, and send letters of petition sufficiency
- Prepare ballot packets in accordance with State Statutes
- Mail UOCAVA ballot packets to U.S. Military personnel and citizens living abroad by February 21, 2020
- Mail ballot packets to all registered voters between March 16 and March 23, 2020
- Count ballots and tabulate election results
- Issue absentee and replacement ballots after the initial mailing of ballot packets and maintain a log of ballots dispersed
- Supervise the election judges daily and issue an oath to each before the deadline of March 23, 2020
- Maintain daily receipt and reconciliation records for both voted ballots and ballots returned as undeliverable

## **BALLOT DEPOSIT LOCATIONS**

- A ballot box will be available in the lobby of Town Hall, 200 Broadway, during office hours, 8:00 a.m. until 5:00 p.m. Monday through Friday, and 7:00 a.m. until 7:00 p.m. on Election Day. The ballot box will be monitored at all times by two or more staff members and will be locked in Town Clerk's office overnight.

Any eligible elector may deliver up to 10 voted mail ballots. Since the Town Clerk's Office does not condone refusal of a ballot, the name of any elector delivering more than 10 ballots will be noted and a letter sent notifying them that they have violated 1-7.5-107(4)(b)(1)(B) C.R.S.

## **BALLOT SECURITY PROCEDURES**

- Town Clerk's Office staff and election judges will ensure that returned ballots are batched and continually secured until Election Day.
- The doors to the election office will be locked with keys available only to Town Clerk's Office personnel.
- Ballot boxes will be secured with locks. A signed log will be affixed to each locked ballot box indicating the time and date the box is unlocked and resealed.

## **BALLOT SECRECY PROCEDURES**

Each ballot packet will include a secrecy sleeve with voting instructions. Election judges will be instructed that any ballot received outside of a secrecy sleeve will be immediately placed into a secrecy sleeve and any knowledge of the vote shall be kept confidential.

## **PROCESSING VOTED BALLOTS**

- All ballots received are date stamped on the outer envelope upon receipt via U.S. Mail, or upon removal from an official ballot box.
- Daily receipt records are maintained for both voted ballots in their verification envelopes and ballots returned as undeliverable.
- Voted ballots will be processed as follows:
  - Voted ballots are compared with the voter registration list before the envelope is opened. An election judge verifies that the number on the ballot envelope matches the number in the database.
  - An election judge confirms that a signature is present and matches the name on the ballot envelope.
  - An election judge verifies that the signature on the envelope matches the voter's signature on file with the Secretary of State.
  - The return envelopes are opened and separated from the secrecy sleeve while still containing the voted ballot.
  - A different election judge removes the ballot from the secrecy sleeve.
  - Any ballot received outside of a secrecy sleeve will be immediately placed into a secrecy sleeve. Election judges are instructed that any knowledge of the vote shall be kept confidential.

- Ballots are stacked in groups of twenty-five.
- Any person whose eligibility cannot be determined will be issued a provisional ballot. Provisional ballots will be verified according to 1-8.5-105, C.R.S.

#### **PROCEDURES FOR UNDELIVERABLE BALLOTS**

- The mailing envelope of the ballot packet will be printed with the instruction, “Do Not Forward, Address Correction Requested.”
- The outer envelopes will be stamped with the date returned to the Town, alphabetized, noted in the poll book, and secured.
- Ballots will not be re-mailed unless requested by the elector.

#### **PROCEDURES FOR REPLACEMENT BALLOTS**

- Replacement Ballot applications may be made in writing, by mail, by email, or by telephone.
- Voters seeking replacement ballots will be required to complete a sworn statement in compliance with state statute.
- Voters requesting a Replacement Ballot in person must present an acceptable form of identification identifying the name and address of the elector.
- If an elector requests a replacement ballot by mail, the sworn statement will be included in the ballot packet and must be received by the Election Official, along with a copy of an acceptable form of identification, by 7:00 p.m. on Election Day.
- Both the mailing envelope and return envelope for replacement ballots will be marked with the words “Replacement Ballot.”
- If an eligible elector spoils a ballot, the eligible elector may obtain a replacement ballot, with a maximum of three replacement ballots total.
- A log will be kept of all replacement ballots distributed.

#### **PROCEDURES FOR REJECTED BALLOTS**

- Ballots rejected for missing or incorrect signatures will be marked “rejected” and kept separate from processed and undeliverable ballots.
- The Town Clerk will send a letter notifying the voter of the error and that the voter can claim the ballot at Town Hall, with proper identification, and correct the error.
- The corrected ballot will then be placed in an official ballot box for processing.

#### **ACCEPTABLE FORMS OF IDENTIFICATION**

According to 1-1-104 (19.5) C.R.S.

- A valid Colorado driver’s license;
- A valid identification card issued by the Department of Revenue in accordance with the requirements of Part 3 of Article 2 of Title 42, C.R.S.;
- A valid U.S. passport;
- A valid employee identification card with a photograph of the eligible elector issued by any branch, department, agency, or entity of the United States government or of this state, or by any country, municipality, board, authority, or other political subdivision of this state;

- A valid pilot's license issued by the Federal Aviation Administration or other authorized agency of the United States;
- A valid U.S. Military identification card with a photograph of the eligible elector;
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector. (A cable bill or telephone bill, documentation from a public institution of higher education in Colorado containing at least the name, date of birth, and legal residence address of the student elector; a paycheck from a government institution are sufficient forms of identification); or a Certificate of Degree of Indian or Alaskan Native Blood;
- A valid Medicare or Medicaid card issued by the Centers for Medicare and Medicaid Services;
- A certified copy of a U.S. birth certificate for the elector issued in the United States;
- Certified documentation of naturalization;
- A valid student identification card with a photograph of the eligible elector issued by an institute of higher education in Colorado;
- A valid veteran identification card issued by the United States Department of Veterans Affairs Veterans Health Administration with a photograph of the eligible elector;
- A valid identification card issued by a federally recognized tribal government certifying tribal membership.

#### **ELECTION RESULTS**

- Election judges will process ballots in preparation for counting beginning March 23, 2020.
- Ballots will be counted and tabulated at the Town Hall.
- On Election Day, staff will be on duty from 7:00 a.m. until all ballots are counted, tabulated, and secured.
- Unofficial results will be posted on the Town web site, and posted on the doors of Town Hall when tabulation is complete.
- In accordance with state statute, UOCAVA ballots will be accepted via U.S. Mail and rejected ballots with discrepant signatures may be reconciled until April 15, 2020.
- A canvass of votes will be conducted on or before Friday, April 17, 2020.
- Board Members will be sworn in on Tuesday, April 28, 2020.