

**TOWN OF NEW CASTLE REGULAR MUNICIPAL ELECTION
APRIL 5, 2016**

January 5	First day to circulate nomination petitions
January 25	Last day to circulate nomination petitions. Signed affidavit of circulator and acceptance of nomination due in Town Clerk's office by 5:00 p.m.
January 26	Drawing by lot to determine order of candidates listed on ballot 10:00 a.m. at Town Hall
January 29	Last day nomination petitions may be amended to correct or replace signatures
February 1	Last day for filing affidavit of intent for write-in candidates
February 2	Last day candidates may withdraw from nomination
March 15	First Contribution Report due
April 1	Second Contribution Report due
April 5	Election Day
May 5	Third Contribution Report due

If you need to register to vote:

March 28	Last day to register to vote in the Town of New Castle Clerks Office at 450 W. Main St., New Castle, CO 81647.
April 5 Before 4 p.m.	Last day to register to vote at the Garfield County Clerk and Recorder's Office at the Garfield County Courthouse, 109 8th St. Suite 200, Glenwood Springs, CO, and at the Clerk's Branch Office at 144 East Third St Rifle, CO

NOTE: These dates are determined according to the New Castle Municipal Code and Municipal Election Code. Failure to meet a deadline could result in a candidate disqualification. If you are unclear on a deadline, please contact the Town Clerk's Office 984-2311.

TOWN OF NEW CASTLE
Election Calendar
General Municipal Election
April 5, 2016

Exclude Election Day and count backwards; The day before the election will be day number one.

CRS 31-10-103 provides that, in computing times before a municipal election, the first day shall be included and the last, or Election Day, shall be excluded. Saturdays, Sundays and legal holidays shall be included, but if the time for any act falls on a Saturday, Sunday or legal holiday, such act may be performed on the day following the Saturday, Sunday or legal holiday. The same formula applies when computing days after the election.

Exceptions exist for time deadlines for filing nomination petitions, withdrawing from nomination, filling vacancies in nominations, and filing amended or new nomination petitions to remedy objections. If any of these time deadlines fall on a Saturday, Sunday, or legal holiday, the act shall be done on the preceding business day. Also, in elections involving TABOR issues, because the public comment deadline always falls on a Saturday, comments must be filed with the Town Clerk by the end of business on the preceding Friday (CRS 1-7-901(4); 31-10-501.5).

Days Before Election	Date Due	Event	Details
92	January 4, 2016 <i>Monday</i>	Last day for Clerk to prepare nomination packets	
91	January 5, 2016 <i>Tuesday</i>	First day nomination petitions may be circulated.	CRS 31-10-302(2)
90	January 6, 2014 <i>Wednesday</i>	First day that absentee ballot applications may be filed in writing (mail ballots w/in 72 hours of receipt from printer)	CRS 31-10-1002
71	January 25, 2016 <i>Monday</i>	Last day to circulate nomination petitions Nomination petitions must be filed in clerk's office by close of business	CRS 31-10-030-302(4) CRS 31-10-102.8(5)
N/A	January 26, 2016 <i>Tuesday</i>	Drawing by lot for ballot order	10:00 a.m.
N/A	January 26, 2016 <i>Tuesday</i>	Contact Printer	
64	January 29, 2016 <i>Friday</i>	In mail ballot election, last day to amend nomination petition to correct or replace signatures	CRS 31-10-302(4)
64	February 1, 2016 <i>Monday</i>	In mail ballot election, last day for person to file notice of intent as write-in candidate	CRS 31-10-912

Days Before Election	Date Due	Event	Details
63	February 2, 2016 <i>Tuesday</i>	Last day for candidate to file affidavit of withdrawal with clerk's office	CRS 31-10-909(b)
N/A	February 3, 2016 <i>Wednesday</i>	Order Ballots	
N/A	February 3, 2016 <i>Wednesday</i>	Post notice on boards and website of February 19 deadline for filing TABOR issue comments	This notice is not required by TABOR or CRS; the Clerk's Office does this to inform the public <i>15 days before deadline</i>
60	February 5, 2014	Request UOCAVA voter list as of 2/5/13 from County Clerk	Need voter list to verify nomination petitions
46	February 19, 2016 <i>Friday</i>	Last day for filing TABOR issue comments with clerk's office	Colo. Const. Art. X, Sec. 20(3)(b)(v); CRS 1-7-901(4)
45	February 22, 2014 <i>Monday</i>	Last day to mail ballot and ballot materials to UOCAVA voters	CRS 31-10-102.8(2)(a)
43	February 22, 2014 <i>Monday</i>	Last day for petition representatives to file summary of comments in favor of TABOR issue petition; due by 3 p.m.	1-7-903(3), 31-10-501.5
30	March 7, 2016 <i>Monday</i>	In mail ballot election: Last day to request voter list from county clerk <ul style="list-style-type: none"> can request complete list as of 30th day (3/7/14) before the election with supplemental list on 20th day, or complete list as of 20th day (3/19/14) before the election 	CRS 1-7-106; CRS 31-10-910(1)(a)
30	March 7, 2016 <i>Monday</i>	Last Day to send TABOR notices	CRS 1-7-901; CRS 31-10-501.5
N/A	March 11, 2016 <i>Friday</i>	Notify Candidates of FCPA report due Tuesday, March 15	
22	March 14, 2016 <i>Monday</i>	In mail ballot election: First day clerk may mail a mail ballot packet to each elector	CRS 31-10-910(2)(a)
22	March 14, 2016 <i>Monday</i>	In mail ballot election: Mail ballots shall be made available at clerk's office	

Days Before Election	Date Due	Event	Details
21	March 15, 2016 <i>Tuesday</i>	FCPA Contribution reports must be filed	CRS 1-45-108(2)(a)(II)
20	March 16, 2016 <i>Wednesday</i>	Last for candidate to file petition or certificate of nomination to fill vacancy in nominations	CRS 31-10-304(2)
20	March 16, 2016 <i>Wednesday</i>	Last day to post notice as described in CRS 1-7-908 regarding ballot issues creating debt or other financial obligations	CRS 1-7-908 This notice is in addition to any TABOR ballot issue notice requirements
20	March 16, 2016 <i>Wednesday</i>	In mail ballot election: last day to obtain supplemental list of voters from county clerk	CRS 31-10-910(1)(b)
18	March 18, 2016 <i>Friday</i>	In mail ballot election: Last day to cancel the election	CRS 31-10-306
15	March 21, 2016 <i>Monday</i>	In mail ballot election: Last day clerk may mail a mail ballot packet to each elector	CRS 31-10-911
15	March 21, 2016 <i>Monday</i>	Last day to appoint election judges	CRS 31-10-401, 403-405
15	March 21, 2016 <i>Monday</i>	In mail ballot election: First day ballots may be counted	CRS 31-10-910(2)(a)
10	March 25, 2016 <i>Friday</i>	Last day for clerk to post notice of election	CRS 31-10-501(1); 31-10-501(2)
10	March 25, 2016 <i>Friday</i>	Post notice of polling place	CRS 31-10-501(3)
10	March 25, 2016 <i>Friday</i>	Sample ballot must be available for public inspection	CRS 31-10-902
8	March 28, 2016 <i>Monday</i>	Last day for citizens to register to vote with municipal clerk	
N/A	March 29, 2016 <i>Tuesday</i>	Notify candidates FCPA report is due Friday, April 1	
5	March 31, 2016 <i>Thursday</i>	Last day to obtain complete voter list from county clerk	CRS 31-10-205
Friday before election	April 1, 2016 <i>Friday</i>	Last day to file absentee ballot applications with municipal clerk	CRS 31-10-1002
Friday before election	April 1, 2016 <i>Friday</i>	Absentee voter list must be delivered to election judges	CRS 31-10-1002

Days Before Election	Date Due	Event	Details
Friday before election	April 1, 2016 <i>Friday</i>	Last day to deliver paper ballot to election judges	CRS 31-10-807; 31-10-904
Friday before election	April 1, 2016 <i>Friday</i>	Last day to vote via walk-in absentee ballot	CRS 31-10-1005(1)-(2)
Friday before election	April 1, 2016 <i>Friday</i>	FCPA contribution reports must be filed	CRS 1-45-108(2)(a)(II)
Election Day	April 5, 2016 Tuesday	ELECTION DAY Ballots must be received by 7:00 p.m. Judges to post abstract	Town Charter Sec. 2.2 1st Tues following 1st Mon in April of even-numbered years
Days After Election	Date Due	Event	Details
8	April 13, 2016 <i>Wednesday</i>	Last day that ballots of UOCAVA voters may be received in order to be counted	CRS 31-10-102.8(4)
10	April 15, 2016 <i>Friday</i>	Last day to canvass (Publish Certified Statement & Determination "forthwith", mail copy to SOS, send Certificates of Election to elected officials "without delay")	CRS 31-10-1201
10	April 15, 2016 <i>Friday</i>	Last day to request recount	CRS 31-10-1207(2)
15	April 20, 2016 <i>Wednesday</i>	Last day to complete recount	CRS 31-10-1207
17	April 22, 2016 <i>Friday</i>	Last day to contest election	CRS 31-10-1301 through 1308
N/A	May 2, 2016 <i>Tuesday</i>	Notify candidates FCPA report due Thursday, May 5	
30	May 5, 2016 <i>Thursday</i>	FCPA contribution reports must be filed	CRS 1-45-108(2)(a)(II)
31	May 6, 2016 <i>Friday</i>	If using voting machines, may open them	CRS 31-10-708
46	May 23, 2016 <i>Monday</i>	If no challenges, may destroy signature forms	CRS 31-10-606(3)

Days After Election	Date Due	Event	Details
6 months after election	October 8, 2014	If no contest, destroy all other election records, except: <ul style="list-style-type: none"> • 1 sample ballot • FCPA reports • Certified Statement & Determination • Judge Expense Statement (keep until audit) • judge instructions • 1 copy of judge list (for use in next election) • precinct maps • 1 copy of each Notice of Election • petition sufficiency certifications • successful candidate nomination petitions poll books	31-10-302(7), 31-10-612 & 616, 31-10-1008, Town Records Retention Schedule
2 years + current year after election	January 1, 2019	Destroy: <ul style="list-style-type: none"> • judge instructions • poll books 	Town Records Retention Schedule
4 years after election	April 5, 2020	<ul style="list-style-type: none"> • Destroy successful candidate nomination petitions 	Town Records Retention Schedule