

Recall Mail Ballot Election Plan

Colorado Secretary of State

Instructions

Please complete each section of the plan by checking the pertinent boxes and entering your county's specific information in the spaces provided. Once you have completed the plan, you may email it to the Secretary of State at: ballot.access@sos.state.co.us.

If you have questions, contact Ben Schler at 303-894-2200, ext. 6342, or benjamin.schler@sos.state.co.us.

County contact information

County name: Jefferson County
County Clerk: Faye Griffin
County contact person: Carrie Kellogg
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Name of district and offices subject to recall: Jefferson County School District R-1. Director District 1, Director District 2 and Director District 5

Election date: November 3, 2015

Date for holding the election: October 12, 2015

Adherence to statute and rule

The County will conduct the election according to all relevant provisions of Title 1, C.R.S., and the Secretary of State’s Election Rules.

Eligible electors in the district subject to recall

Estimated number of active electors: 351,560

Estimated number of inactive electors: 48,294

Total eligible electors: 399,854

The County will make coordinated election mail ballots available for in-person requests at the Clerk’s office beginning 32 days before election day. [Rule 7.2.7.]

Beginning the 22nd day before election day, the County will open a voter service and polling center at the Clerk’s office and make ballots available to voters. [Section 1-12-114(2)(a), C.R.S.]

No later than the 15th day before election day the County will mail ballots to each active elector. [Section 1-12-114(2)(b), C.R.S.]

- No later than 45 days before the election, the County will transmit a coordinated election mail ballot packet to each active registered UOCAVA elector. The County will transmit the packet in the method requested by the elector. [Section 1-8.3-110, C.R.S.]

- On the earliest possible date, the County will transmit a mail ballot packet to each active registered UOCAVA elector. The County will transmit the packet in the method requested by the elector. [Section 1-8.3-110, C.R.S.]

Voter service and polling centers [Sections 1-5-102.9; 1-7.5-107(4.5); and 1-12-114(3)(a), C.R.S.]

The county must designate the office of the clerk and recorder or another suitable location as its voter service and polling center (VSPC). The VSPC must be open for the 22 days before and including election day. This VSPC must be open during reasonable business hours during the week and on the Saturday before election day.

The county may be required to have additional VSPCs open during the eight days before and on election day (including Saturday), depending on the size of the district subject to the recall. The formula for determining additional VSPCs is as follows:

- If the district subject to the recall has 30,000 or fewer active registered electors, the county need only have one VSPC—unless the district spans more than one county, in which case there must be at least one VSPC per county.
- If the district subject to the recall has more than 30,000 active registered electors, the county must have an additional VSPC per 30,000 additional registered electors. (E.g., if the district has 60,000 registered electors, the county must have 2 VSPCs; if the district has 49,000 registered electors, the county need only have one VSPC.)

Number of active electors in the district subject to recall: **351,360(Jeffco) + 1946(Broomfield) = 353,306**

The County will have **12** voter service and polling centers. 11 VSPC’s in Jefferson and 1 in Broomfield County

Please provide the location, including address and hours, of each voter service and polling center:

Location	Address	Hours
Elections Division (22 day site—Opens Oct 12, 2015)	3500 Illinois St. Ste 1100 Golden	7:30am to 5:30pm Mon-Fri 10:00 am to 2:00pm Sat 7:00am to 7:00pm Election Day
Arvada Motor Vehicle (8 day site—Opens Oct 26, 2015)	6510 Wadsworth Blvd Arvada	7:30am to 5:30pm Mon-Fri 10:00 am to 2:00pm Sat 7:00am to 7:00pm Election Day

Evergreen Motor Vehicle (8 day site–Opens Oct 26, 2015)	4990 County Hwy 73 Evergreen	7:30am to 5:30pm Mon-Fri 10:00 am to 2:00pm Sat 7:00am to 7:00pm Election Day
Lakewood Church of the Nazarene (8 day site-Opens Oct 26, 2015)	1755 Dover St Lakewood	7:30am to 5:30pm Mon-Fri 10:00 am to 2:00pm Sat 7:00am to 7:00pm Election Day
South Jeffco Service Center (8 day site-Opens Oct 26, 2015)	11139 Bradford Rd Littleton	7:30am to 5:30pm Mon-Fri 10:00 am to 2:00pm Sat 7:00am to 7:00pm Election Day
Bear Creek Church (8 day site-Opens Oct 26, 2015)	3101 S Kipling St Lakewood	7:30am to 5:30pm Mon-Fri 10:00 am to 2:00pm Sat 7:00am to 7:00pm Election Day
Jefferson County Public Health (8 day site-Opens Oct 26, 2015)	645 Parfet St Lakewood	7:30am to 5:30pm Mon-Fri 10:00 am to 2:00pm Sat 7:00am to 7:00pm Election Day
Lakewood City Hall (8 day site-Opens Oct 26, 2015)	480 Allison Pkwy Lakewood	7:30am to 5:30pm Mon-Fri 10:00 am to 2:00pm Sat 7:00am to 7:00pm Election Day
Buchanan Park & Rec Center (8 day site-Opens Oct 26, 2015)	32003 Ellingwood Trail Rd Evergreen	7:30am to 5:30pm Mon-Fri 10:00 am to 2:00pm Sat 7:00am to 7:00pm Election Day
Columbine Library (8 day site-Opens Oct 26, 2015)	7706 W Bowles Ave Littleton	8:00am to 5:00pm Mon-Fri 10:00 am to 2:00pm Sat 7:00am to 7:00pm Election Day
Standley Lake Library (8 day site-Opens Oct 26, 2015)	8485 Kipling St., Arvada	8:00am to 5:00pm Mon-Fri 10:00 am to 2:00pm Sat 7:00am to 7:00pm Election Day

- Each voter service and polling center complies with the accessibility requirements in Election Rule 7.10.
- At least one voter service and polling center will be open, at a minimum, during reasonable business hours beginning 22 days before election day (including the Saturday before election day).
Note: “Reasonable business hours” means at least eight hours per day Monday through Friday and at least four hours on Saturday.
[Sections 1-12-114(2) and 1-7.5-107(4.5)(c), C.R.S.]
- Each voter service and polling center will be open from 7:00 a.m. until 7:00 p.m. on election day. [Election Rule 7.9.1(b)]
- Each voter service and polling center will provide [Section 1-5-102.9(3), C.R.S.]:
 - Voter registration, including:
 - New registrations;
 - Address updates;
 - Legal name changes; and

- Party affiliation changes;
- In-person voting;
- Voting booths;
- Secure computer access to the statewide voter registration database;
- Facilities and equipment that are compliant with the federal "Americans with Disabilities Act of 1990;"
- Direct record electronic voting machines or other voting systems accessible to electors with disabilities;
- Original and replacement ballots for distribution;
- Mail ballots for eligible electors who request them;
- The ability to accept mail ballots that are deposited by electors; and
- Provisional ballots.

At each voter service and polling location, the County will post all information required under section 1-5-504.5, C.R.S.

7. Stand-alone drop-off locations [Section 1-5-102.9 and 1-7.5-107(4.3), C.R.S.]

Drop-off locations are where electors may deposit their completed mail ballots. Each county must have one drop-off location for every 30,000 active electors in the district subject to recall.

Each stand-alone drop-off location must be located separately from the county’s voter service and polling centers, unless the stand-alone drop-off location is a 24-hour secure drop box.

The County will have **16** stand-alone drop-off locations.

Please provide the location, including address and hours, of each stand-alone drop-off location, and indicate which location, if any, will be a 24-hour secure drop box:

Location	Address	Hours	24-hour drop box? (Yes/No)
Arvada City Hall	8101 Ralston Rd Arvada CO 80002		Yes
Arvada Motor Vehicle	6510 Wadsworth Blvd Arvada CO 80003		Yes
Columbine Library	7706 W Bowles Ave Littleton CO 80123		Yes
Conifer Marketplace	10875 US Hwy 285 Conifer CO 80433		Yes
Edgewater City Hall	2401 Sheridan Blvd Edgewater CO 80214	8:00am to 5:00pm Mon-Fri 10:00am to 2:00pm Sat 7:00am-7:00pm Election Day	No

Evergreen Library	5000 County Hwy 73 Evergreen CO 80439		Yes
Golden City Hall	911 10 th St Golden CO 80401		Yes
Jefferson County Admin & Courts- Atrium	100 Jefferson County Pkwy Golden CO 80419	8:00am to 5:00pm Mon-Fri 10:00am to 2:00pm Sat 7:00am-7:00pm Election Day	No
Jefferson County Government Campus	Courts & Admin Bldg 100 Jefferson County Pkwy Golden CO 80419		Yes
Jefferson County Government Campus	3600 Illinois St Golden CO 80401		Yes
Lakewood City Hall	480 S Allison Pkwy Lakewood CO 80226		Yes
Lakewood Motor Vehicle	2099 Wadsworth Blvd, K Lakewood CO 80215	8:00am to 5:00pm Mon-Fri 10:00am to 2:00pm Sat 7:00am-7:00pm Election Day	No
Littleton Motor Vehicle	South Service Center 11139 Bradford Rd Littleton CO 80127		Yes
Standley Lake Library	8485 Kipling St Arvada CO 80005		Yes
Westminster City Hall	4800 W 92 nd Ave Westminster CO 80031		Yes
Wheat Ridge City Hall	7500 W 29 th Ave Wheat Ridge CO 80033		Yes

Each stand-alone drop-off location will be open, at minimum, during reasonable business hours the four days before the election (including Saturday).
Note: “Reasonable business hours” means at least eight hours per day Monday through Friday and at least four hours on Saturday.

Each stand-alone drop-off location will be open from 7:00 a.m. until 7:00 p.m. on election day.

8. Ballot delivery and processing

The County has notified its local postal representative of the election and supplied the representative with the design of the mail ballot packet to ensure that it meets postal standards.

Ballot labels will contain the warning specified in section 1-7.5-107(3)(b), C.R.S.

- Return envelopes will contain the self-affirmation specified in 1-7.5-107(3)(b.5), C.R.S., and the statements in Rules 7.2.5 and 7.2.6.
- To protect the voter’s privacy, the County will include a Secretary-of-State-approved secrecy sleeve in the mail ballot packet.
- To ensure that undeliverable mail ballot packets are returned to the County, the County will mark mail ballot packet envelopes with: **“DO NOT FORWARD. RETURN SERVICE REQUESTED,”** **“RETURN POSTAGE GUARANTEED,”** or any other similar language that is in accordance with United States Postal Service regulations. [Section 1-7.5-107(3)(a), C.R.S.]
- The County will follow the procedures in section 1-7.5-107(3.5), C.R.S., regarding voters who have been marked “I.D. required.”
- The County will follow the procedures in Election Rule 7.5 for receiving, stamping, and logging ballots each day as they come in.

9. Ballot and voting equipment security

- The County has or will file the security plan required under Election Rule 20, and will follow the procedures in Rule 20 to ensure security of all voting equipment.
- The County will not leave ballots unattended during processing. After processing, the County will store ballots in a safe, secure area under the supervision of the County Clerk, or the County Clerk’s designee.
- The County will issue replacement ballots according to section 1-7.5-107(3)(d), C.R.S.
- The County will follow the procedures in section 1-7.5-107.3, C.R.S., and Election Rule 7.8 when conducting signature verification.

10. Secrecy sleeve

- The County will use the Secretary of State-approved secrecy sleeve and will include a copy of the secrecy sleeve—containing all County-specific information—in the email transmission of this mail ballot plan.
- If the County will use a secrecy sleeve that deviates from the Secretary’s approved template, please indicate all deviations below:

We will use the approved secrecy sleeve but will list all of our ballot drop off and VSPC sites on a separate sheet. This format was approved by the SOS on 3/20/14.

11. Coordinated election content contingency plan

- The County has developed a contingency plan to timely print and mail coordinated election ballots in the event of a candidate-petition challenge, lawsuit, vendor error, or other unforeseen incident.

Please provide a description of the County's plan:

UOCAVA Ballots

UOCAVA Ballots with the Coordinated Election content will be delivered to voters by the 45 day deadline of September 19, 2015. Additionally, this ballot will be available to UOCAVA voters through the on-line delivery system. All UOCAVA voters, where we have an email address, will receive an email regarding a supplemental mailing and explaining the Coordinated and Recall ballot delivery and the reason for the supplemental mailing. A supplemental ballot with the Recall content will be delivered to UOCAVA voters as soon as the ballot content is available after the 37 day Successor Candidate filing deadline. The UOCAVA voter who chooses to access their ballot from the on-line delivery system after the recall ballots have been delivered will be able to access either a full ballot with both the Coordinated and Recall content or for those voters who have already voted the Coordinated ballot they will be able to access the supplemental Recall ballot only. The UOCAVA ballots for this election are designed as a two page ballot and both pages are countable in the ballot counting equipment. We will account for the issuance of the Coordinated UOCAVA ballot in SCORE and in an on-site database. We will account for the issuance of the Recall ballot in the on-site database.

Contingency plans for mailed ballots

In the event of any of the above incidents, we will assess the situation and timing. If a contingency event invalidates part of the ballot content, or in the event of vendor error, if possible we will reprint the ballots with corrected information as appropriate. If a candidate petition challenge is successful and ballots cannot be reprinted in a timely manner we will insert a notification page to voters explaining the incident and that the successor candidate is not eligible and if votes are cast for that candidate that they will not be counted. We will also provide this information to voters in the form of a press release, printed notice to be published in the newspaper, posted on our web pages and on social media outlets. If the recall is challenged in court, we will proceed forward with the mailing of ballots as planned. If the court orders a stay of the recall election at any time after ballots have been printed and inserted, if possible we will insert a notification page to voters explaining the incident and the effects of the order of the court. We will also provide press and website information as noted above.

Proofed and approved printing plates of the Coordinated ballot without the recall content will be generated by the print vendor prior to the deadline for the recall candidate petitions. In the event of a contingency that prevents the recall election from moving forward, we would be able to print and distribute ballots for only the Coordinated election in a timely fashion.

For many years Jefferson County has deployed a quality assurance team comprised of at least one Full Time Election employee and an adequate number of Election Judges to verify that ballot

packets contain the correct ballot style. This group will be on-site at the vendor starting the week of October 5, 2015 and will remain on site until all ballots are prepared for delivery to the General Mail Facility during the week of October 12, 2015.

12. Coordinating counties

- The County will coordinate communications and processes with other counties participating in the recall election to eliminate voter confusion.

Written Timetable

Please complete the timetable by supplying the pertinent dates or date ranges

Date ballots will be transmitted to UOCAVA electors (The county may leave this portion blank until it has established a date) [Section 1-8.3-110, C.R.S.]	As soon as available after the successor candidate deadline of 10/28/15
Date coordinated election ballots will be transmitted to UOCAVA electors (No later than 45 days before election day [Section 1-8.3-110, C.R.S.]	9/18/15
Date county will make coordinated mail ballots available for in-person pickup at the Clerk's office (32 days before election day) [Rule 7.2.7]	9/30/15
Date County will mail ballots (no later than 15 days before the election) [Section 1-12-114(2)(b), C.R.S.]	10/19/15 Our goal is to mail ballots the week of 10/12/15
Date County will publish notice of election (no later than 20 days before the election) [Sections 1-12-111.7 and 1-5-205, C.R.S.]	10/14/15
Date county will begin counting ballots (no sooner than 15 days before the election) [Section 1-7.5-107.5, C.R.S.]	10/26/15
Election Date	11/3/15
Date for Holding the Election (22 nd day before election day) [Section 1-12-114(2)(a), C.R.S.]	10/12/15
Deadline for County to mail signature discrepancy and I.D. deficiency cure letters to affected electors (no later than two days after election day) [Sections 1-7.5-107(3.5)(d) and 1-7.5-107.3(2)(a), C.R.S.]	11/5/15
Deadline for electors with signature discrepancies or I.D. deficiencies to submit necessary cure documentation to the County (within eight days after the election) [Sections 1-7.5-107(3.5)(d) and 1-7.5-107.3(2)(a), C.R.S.]	11/12/15
Deadline for County to receive ballots from UOCAVA electors (close of business on the eighth day after the election) [Section 1-8.3-113(2), C.R.S.]	11/12/15
Deadline for County to verify and count all provisional ballots (within 14 days after the election) [1-8.5-105(5), C.R.S.]	11/17/15
Deadline for the canvass board to complete its duties [Sections 1-12-119 and Article 10, Title 1, C.R.S.]	11/20/15