

**Rule 5. Nonpartisan Elections not Coordinated by the County Clerk**

- 5.1 The designated election official must send notice of the election to the clerk of the county in which the election will be held. The notice must include the date by which the list of registered electors must be submitted to the political subdivision.
- 5.2 For multi-county political subdivisions, the notice sent to each clerk must also include the names of all other counties in which the election will be held.
- 5.3 Registration list for a special district election
  - 5.3.1 If a special district requests a registration list under section 1-13.5-203(1), C.R.S., the county clerk must provide to the designated election official:
    - (a) A list of registered electors as of the 40<sup>th</sup> day before the election to be delivered on the 30<sup>th</sup> day before the election, followed by a list of all registered electors as of the close of business on the 22<sup>nd</sup> day before the election to be delivered on the 20<sup>th</sup> day before the election; or
    - (b) A complete list of registered electors as of the sixth day before the election.
  - 5.3.2 Upon request, the county must provide the designated election official a list of UOCAVA electors who reside within the special district.
  - 5.3.3 Beginning the 40<sup>th</sup> day before the date of election and through election day, the county must stay current with all voter registration data entry.
  - 5.3.4 For every registration list sent to the special district, the county clerk must inform the designated election official of the proper procedures for handling protected or confidential elector information. [Section 24-72-204(3.5), (8), and Part 21, Article 30, Title 24, C.R.S.]
- 5.4 Registration lists for municipal elections
  - 5.4.1 If a municipality is conducting a mail ballot election, the county clerk must provide the municipality with:

- (a) A preliminary list of all eligible electors no later than the 30th day before the election; and
- (b) A supplemental list of electors no later than the 20<sup>th</sup> day before the election. The list must contain the names of all eligible electors in the municipality who were not on the 30-day list and who registered on or before the 22<sup>nd</sup> day before the election.

5.4.2 The county clerk must provide the municipality with a registration list no later than the fifth day before the election. If provided on the fifth day, the list must include all registered electors in the municipality as of the sixth day before the election.

5.4.3 Beginning the 40<sup>th</sup> day before the election and through election day, the county clerk must stay current with all voter registration data entry.

5.4.4 For every registration list sent to the municipality, the county clerk must inform the designated election official of the proper procedures for handling protected or confidential elector information. [Section 24-72-204(3.5), (8), and Part 21, Article 30, Title 24, C.R.S.]

5.5 If an eligible elector attempts to register or update his or her registration at the county clerk's office, the county must process the request and ensure that the elector appears on the next registration list provided to the municipality or issue the elector a certificate of registration.