

**CITY OF WHEAT RIDGE, COLORADO
ELECTION COMMISSION
Findings and Order No. 02, Series 2011**

Regulations and Procedures

For the Conduct of the

Mail Ballot Runoff Election

City of Wheat Ridge

December 13, 2011

Prepared by Michael Snow
Adopted by the Wheat Ridge
Election Commission on
November 23, 2011

The following regulations and procedures apply only to
the Municipal Runoff Election of December 13, 2011.

CAMPAIGN FINANCE REPORTING REQUIREMENTS

1. Candidates in the runoff election shall submit reports of campaign finance activities according to those requirements in Chapter 7 of the Wheat Ridge Code of Laws except that an additional reporting shall be required by close of business on January 13, 2012.

DISTRIBUTION OF BALLOT PACKAGES

1. ES&S Elections shall be responsible for printing of ballots and assembly of the Mail Ballot Packages. Each Ballot Packet will include:
 - ♦ A ballot for the City Clerk race
 - ♦ Instructions for completing the voting process
 - ♦ An official return envelope
2. ES&S will mail the Ballot Packages from their Everett, Washington facilities between November 21 and November 24, 2011.

ES&S will use the mailing list(s) provided by the Wheat Ridge City Clerk's Office. Said list shall contain the names and mailing addresses of all active and inactive voters as listed in the official registration records maintained by the Jefferson County Clerk and Recorder's Office as of October 31, 2011 and be sorted by odd and even voter registration number for delivery of designated ballot styles according to Finding and Order No. 1, Series 2011 of the Wheat Ridge Election Commission.

No later than November 21, 2011, The Jefferson County Election Division shall provide the City Clerk a supplemental list of any voters registered by 5:00pm November 14, 2011 not included on the preliminary list provided to ES&S. Staff from the City Clerk's office shall be responsible for mailing Ballot Packages to voters on the supplemental list no later than November 24, 2011.

No supplemental ballots will be mailed until the City Clerk has run a cross check with the entire mailing list to assure no voters receive duplicate ballots.

3. In order to vote in the December 13, 2011 Runoff Election, citizens must register by 5:00pm November 14, 2011.
4. Ballot Packages will be mailed with first class postage and the envelope shall be clearly marked "DO NOT FORWARD – RETURN SERVICE REQUESTED." The U.S. Postal Service guarantees return of undeliverable mail. No Ballot Packages returned as "undeliverable" will be re-mailed. City Clerk's office will provide any forwarding information provided by the Post Office to the Jefferson County Election Division.

5. The Voter Registration Number of each registered elector along with an associated bar code will be printed on the outside of the ballot return envelope which will allow the Election Judges to scan the envelopes upon return and mark the poll book as appropriate.
6. At such time as the City Clerk's office mails Ballot Packages to those voters listed on the Supplemental Registration List provided by Jefferson County, an entry will be recorded on the registration list/poll book. These ballots will not have bar codes.
7. All artwork for the envelopes and ballot layout will be done by E.S. & S. and reviewed and approved by the City Clerk prior to printing.
8. There shall be two ballot styles with equal number of each being printed. Ballot Style #1 shall be printed with the name of the runoff candidate who received the greater number of votes at the general municipal election of November 1, 2011 appearing first and the name of the other runoff candidate appearing second. Ballot Style #2 shall be printed with these candidate names reversed.
9. Upon scanning of return envelopes containing voted ballots, logged envelopes will be sorted by odd/even ballot style.

ABSENTEE BALLOTS

Absentee ballots are used for those registered voters who wish to have a ballot mailed to an address other than the voter's registration mailing address. Generally, an Absentee Ballot is issued only if a voter will be out of town for the entire period between the date the ballots are available in the Clerk's office and Election Day. (November 21 and December 13, 2011.)

All applications for an Absentee Ballot to be mailed to a voter must be received by December 6, 2011, unless special arrangements are made with the City Clerk. Issuance of Absentee Ballots after December 6 will be at the sole discretion of the City Clerk.

Applications for Absentee ballots may be made on the City's approved Application for Absentee Ballot form, or in the form of a letter delivered by U.S. Mail, fax, email or hand delivery. All applications must be signed and must include the voter's residential address as well as the address to which materials are to be sent. Electronically submitted applications must be digitally signed or show a scanned hand signature on the application or request. A relative related by blood or marriage to the applicant may complete and submit applications for Absentee Ballot.

Once an application for an Absentee Ballot is received, staff will mail a Ballot Packet to the address requested within 72 hours after the Ballot Packets are available in the Clerk's office or within 72 hours after receiving the application. Ballot Packets shall contain ballot styles according to Regulation (j) in Findings and Order No. 1, 2011 of the Wheat Ridge Election Commission. Staff will indicate on the registration list the issuance of an absentee ballot and will stamp or write "ABSENTEE" on the front and back of the Return Envelope.

Staff will maintain a separate list of Absentee Ballots issued. When Absentee Ballots are returned, they will be kept separate from ballot processing until after the polls close when it can be verified only the Absentee Ballot was voted and returned.

For office use only

Date Processed: _____

Voter No.: _____

R/b: _____

APPLICATION FOR ABSENTEE BALLOT

City of Wheat Ridge Municipal Runoff Election

To the City Clerk of the City of Wheat Ridge:

I _____ am a registered voter in the City of Wheat Ridge. Please provide me with an Absentee Ballot for the Election to be held on December 13, 2011. My residential address is _____

Please send my election supplies to the following address:

I affirm, by my signature below, that the voter indicated above will be or is expected to be unable to obtain, complete and return the Ballot Packet sent previously due to his/her absence or other circumstance for the entire period between the date ballots are available in the City Clerk's Office and Election Day.

Signature: _____ Date of application _____

Submitted by (full name) _____

Relationship _____

(If applying for an application for a person other than yourself, you must be related to the person by blood or marriage)

Optional:

Phone No. _____ Email address: _____

ABSENTEE BALLOTS MUST BE RETURNED TO THE CITY CLERK'S OFFICE NO LATER THAN 7:00 PM ON ELECTION DAY IN ORDER TO BE COUNTED

WALK IN VOTING AND REPLACEMENT BALLOTS

All walk-in voter and replacement ballot requests will be handled by the staff in the City Clerk's office.

1. No sooner than November 21 and no later than 7:00 P.M. on Election Day (December 13), Ballot Packets will be available in the City Clerk's office.
2. Any elector who did not receive a Ballot Packet, who has lost or spoiled their Ballot, or whose Ballot is defective or damaged, may request a replacement Ballot Packet from the City Clerk. The voter will be required to complete an Application for Replacement Ballot form before a ballot may be issued.
3. If an elector has received a Ballot, but does not have it with them, and wants to vote while they are at City Hall, a Replacement Ballot may be issued after the voter has completed an Application for Replacement Ballot.
4. The Application for Replacement Ballot form may be submitted by U.S. Mail, fax, email, or hand delivery.

All Electors requesting a Replacement Ballot must sign the Application for Replacement Ballot specifying the reason for the Replacement Ballot **prior to** a replacement ballot being issued.

Application for Replacement Ballot – City of Wheat Ridge, Colorado

Municipal Runoff Election – December 13, 2011

To: Michael Snow, City Clerk

I _____ request a Replacement Ballot be issued to me for the following reason:

_____ I did not receive the Ballot which was mailed to me

_____ The Ballot was destroyed/damaged/lost

_____ I spoiled the Ballot

_____ I moved to my current address **BEFORE November 14, 2011** but did not change my voter registration records (Requires Certificate of Registration from County).

_____ Name not on Registration List (Requires Certificate of Registration from County)

_____ Other _____

I CERTIFY THAT I HAVE NOT as of this date voted a Ballot issued for this election and I do not intend to vote except by requesting and voting this Replacement Ballot. I acknowledge that the original Ballot issued to me shall be voided and cannot be cast. I understand that if both the original and Replacement Ballots are cast, NEITHER Ballot shall be counted.

Signature

Date

Address

Phone No.

Email address

For Use by Clerk's Office:

Voter Number (if avail): _____

Date Replacement Issued: _____

Staff: _____

Procedure for Issuing Walk-in, Replacement or Absentee Ballots

- A. Verify whether a Ballot was sent to the voter.
- If a Ballot was previously sent, confirm whether the Ballot was returned, either as voted or as undeliverable. If the Ballot was returned as undeliverable, determine the reason why – i.e. has the voter moved, was the address printed incorrectly etc. If the ballot was returned as voted, show it to the elector, and ask him/her to verify the signature on the envelope etc.
 - If a Ballot was sent, but was not received by the voter, or has been lost by the voter after it was received, have the voter complete the Application for Replacement Ballot and issue a new Ballot Packet with the same Ballot Style as previously issued.
 - If a Ballot was sent, but the voter will not be available to complete the voting of that ballot by Election Day, have the voter or applicant complete the Application for Absentee Ballot and issue a new Ballot Packet with the same Ballot Style as previously issued.
- B. If the voter indicates they have spoiled the Ballot, have the voter complete an Application for Replacement Ballot and issue to the voter a new Ballot Packet with same Ballot Style. If they have the original ballot with them, mark it SPOILED and attach it to the application.
- C. When any replacement or Absentee Ballot is issued, mark REPLACEMENT or ABSENTEE on the front and the back of the Return Envelope. Enter on the Registration List the date the replacement or absentee Ballot was issued. Issuance of a replacement or absentee Ballot AUTOMATICALLY voids the original Ballot issued.
- D. Voters may vote in the City Clerk's office, or take the Ballot with them.
- E. When replacement or absentee Ballots are returned, keep them separate from other Ballots. Attach a copy of the voter's completed Application for Replacement Ballot or Absentee Ballot to the returned envelope. No replacement or absentee Ballots may be opened until after the close of polls on Election Day. Verification of information on the return envelopes may begin prior to the close of the polls as long as the Ballots are not opened and counted.

Replacement and Absentee Ballots Issued

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OTHER ISSUES

Name Not on the List:

If the voter's name is not on the registration list call Jefferson County Election Division to see if the person is listed on their records. If there is a listing, CHECK THE REGISTRATION DATE - the voter must have registered before on or before November 14, 2011 to be eligible to vote.

If the voter is not listed, but insists they registered through Motor Voter or otherwise, he/she can go to Jefferson County, complete a Certification of Registration, and bring that back to the Clerk's office. Once this is presented, follow the instructions above for issuing a Replacement Ballot.

Voters who have moved:

If an elector has moved into the city prior to the November 14 deadline, but failed to change their address on a valid registration, the voter must go to the County and complete a Certificate of Registration, and bring that to the Clerk's office. Once this certificate is presented to the City Clerk, the voter will be required to complete the Application for a Replacement Ballot, and then will be allowed to vote.

Processing Returned Ballots

EACH DAY (beginning November 22, 2011) the process for receiving Ballots in the City Clerk's office shall be:

1. Staff or a designated Election Judge will date stamp the envelopes with the date they were received in the City Clerk's Office. The ballot envelopes will be bundled in batches of 50 and the bundles labeled according to a method determined by the Clerk.

Ballots returned as "undeliverable" will also be date stamped and separately bundled in batches of 50.

2. Voters returning a Ballot Envelope to City Hall will be asked to check the back of the envelope for a signature, as well as verify that it is sealed before depositing the voted ballots in the locked ballot box located in the City Clerk's Office. City Hall will be open during regular business hours of Monday – Friday, 8:00 A.M. to 5:00 P.M. from November 21 – December 12 (except for holiday closures on November 24-25), and from 7:00 A.M. to 7:00 P.M. on Election Day.
3. All ballot boxes will be secured in the City Clerk's locked storage overnight.
4. Any envelope stamped or marked REPLACEMENT or ABSENTEE should be date stamped with the date received then set aside in separate bundles of 50 for processing pursuant to the special requirements for these ballots.
5. Ballots returned as undeliverable will be date stamped with the date they are received. Staff or Election Judges will mark the poll book with the date the Ballot was returned by the post office.
6. Before, during and after processing, the Ballot Envelopes returned each day will be stored in a secured, limited access area in City Clerk storage. Each day a Daily Ballot Receipt Log will be filled out showing the ballots received that day. In addition, a Daily Totals Report will be completed at the end of each day. These two forms will be cross- checked periodically to make sure the numbers match.

City of Wheat Ridge
Daily Ballot Receipt Log
December 13, 2011 Municipal Runoff Election

DATE: _____

Voted Ballots

Original Ballots Received: _____

ABSENTEE Ballots Received: _____

REPLACEMENT Ballots Received: _____

Total VOTED BALLOTS Received: _____

Ballots Returned as UNDELIVERABLE: _____

TOTAL BALLOTS RECEIVED: _____

Staff Signature: _____

Daily Totals Report

DATE: _____

Ballots Processed

Ballot Styles #1 Received: _____

Ballot Styles #2 Received: _____

TOTAL BALLOTS RECEIVED: _____

Total Ballot Bundles created: _____

Staff Signature: _____

Verification and Counting Process

As voted and undeliverable Ballot Envelopes are received, staff from the Clerk's office and/or hired Election Judges will batch them in bundles of 50 and label according to a method determined by the Clerk. Any envelopes stamped as **Replacement or Absentee** will be separated and set aside for the City Clerk's review prior to going to the Judges.

Working with the bundles of 50, staff or designated election judges use the bar code on the envelopes to find the voter on the registration list, and will then mark "RET" and the same date as stamped on the envelope showing when it was returned next to the voter's name on the registration list. This work will begin on approximately December 5, 2011, and will continue on a daily basis as needed.

As time permits after processing of the voted ballots, the designated election judge will also scan the bar code on the ballots returned as UNDELIVERABLE, and will note the date the ballot was returned as undeliverable in the poll book.

The sorted, batched envelopes will be forwarded to the Election Judges with a daily receipt log, which will be used to confirm counts as the verification process continues each day.

Election Judges will review each return-verification envelope to verify the following:

- The Ballot was returned in the proper envelope. Any Ballot not returned in the verification envelope supplied will be marked DISQUALIFIED and will not be processed or counted.
- The Return Envelope is signed by the voter. In the event the envelope is not signed by the voter efforts will be made by the Election Judges or staff to contact the voter. If time permits, a letter will be sent to the voter, instructing them that in order for the vote to count, they must come to City Hall, present a valid ID, and sign the envelope. If there is insufficient time to contact the voter by mail, efforts will be made to contact the voter via telephone. Staff will not be required to attempt to contact the voter more than once.
- Any Return Envelope marked DISQUALIFIED or was otherwise not returned in the designated Return Envelope or was not signed by the voter, shall be set aside and not processed further.
- The name and address printed on the envelope match the signature, and that these match the information printed on the Registration List. The City Clerk shall make final decisions as to matching of signatures to voter data.
- The date the ballot was returned is marked in the poll book.

- There are no other notations in the poll book to indicate the voter has not already returned a Ballot or had a Replacement Ballot or an Absentee Ballot issued to them.

If the Ballot validity is questioned for any reason, the judge shall mark the envelope and enter the reason on the registration list, and on the outside of the verification envelope (if not already done so), and shall set the Ballot aside, unopened, for return to the City Clerk for final verification.

If the Ballot qualifies, the election judges shall open the envelope and separate the folded ballot from its envelope. Envelopes are to be kept in their processed batch.

If more than one ballot is included in a single envelope, ALL will be disqualified.

The Ballots will then be sorted by ballot style, counted and vote counts recorded on a Vote Tally sheet.

All opened envelopes should be kept with their associated batch of ballots, along with the Vote Tally sheet and returned to the Clerk each day for locked storage.

A Daily Reconciliation of Mail Ballots form shall be completed to show the number of envelopes returned, rejected and counted, for each batch. The total number of envelopes counted, less those rejected, must match the number of Ballots voted each day.

VERIFICATION OF REPLACEMENT BALLOTS

Any return envelope that contains a Replacement Ballot, (stamped "Replacement" on the outside of the front and back of the envelope) or an original Ballot for which according to the City Clerk's records, a Replacement Ballot was issued, will be set aside. The Election Judges may verify the information on the outside of the envelope for compliance, but may not open the envelope until after 7:00 PM on Election Day, and after all voting is completed.

After 7:00 PM, the judges shall check the registration records to insure that the voter has voted only once, using the Replacement Ballot that was issued. If the voter returned both the original Ballot and the Replacement Ballot, NEITHER one shall be counted.

All Replacement Ballots require a signed Application for Replacement Ballot attached to it in order for it to be counted.

Only after the judges are able to verify that the voter returned only the Replacement Ballot, and that all information on the return verification envelope is complete and

correct, and that a signed copy of the sworn statement by the voter requesting the Replacement Ballot has been received, should the ballot be removed from the envelope and counted in the same manner as the other ballots.

VERIFICATION OF ABSENTEE BALLOTS

Any return envelope that contains an Absentee Ballot (stamped "Absentee" on the front and back of the envelope) **OR** an original ballot for which an Absentee Ballot was issued according to the City Clerk's records, will be set aside. The judges may verify the information on the outside of the envelope, but should not open the envelope until after 7:00 P.M. on Election Day.

After all voting is completed, but no sooner than 7:00 P.M. the judges shall check the registration records to insure that the voter has voted only once. If the voter returned both the original Ballot and the Absentee, NEITHER one shall be counted.

Once verified that the voter only returned one ballot, the ballot may be opened and counted in the same manner as other ballots.

City of Wheat Ridge
Daily Reconciliation of Mail Ballots

December 13, 2011 Municipal Runoff Election

Date: _____

Number of Ballots Returned and Verified: _____

Less Number of Ballots
Rejected for Insufficient
Information: _____

TOTAL NUMBER OF BALLOTS
VERIFIED AND COUNTED _____

Judge:

December 13, 2011 Municipal Runoff Election

VOTE TALLY

Date: _____

Batch _____: Beginning Count _____
Ending Count _____
Ballots Counted _____

Batch _____: Beginning Count _____
Ending Count _____
Ballots Counted _____

Batch _____: Beginning Count _____
Ending Count _____
Ballots Counted _____

Batch _____: Beginning Count _____
Ending Count _____
Ballots Counted _____

Batch _____: Beginning Count _____
Ending Count _____
Ballots Counted _____

Judge: _____

These policies and procedures, Findings and Order No. 2, Series 2011 are hereby adopted by the Wheat Ridge Election Commission on this 23rd day of November, 2011.

Peter Marks, Commissioner

Lloyd Levy, Commissioner

Michael Snow, City Clerk, Commission Chairman