

2024 November General Election Plan
Colorado Secretary of State

Instructions

Complete each section by checking all required boxes and entering your county's specific information.

Enter all VSPC, drop box, and drop-off location information in the spreadsheet located in your Document library [HERE](#).

Please upload copies of all items listed in Section 15 in your county's 2024 November General document folder located [HERE](#).

You can save your progress on this form by selecting the **Save** button at the bottom of this form. **NOTE:** When you Save this form you may need to wait about 5 minutes before it will appear in your Submitted Plans.

Once you have completed the Election Plan, and uploaded all of your documents, please change the Status of this form to "Submitted" and hit the **Save** button at the end of this form.

If you have questions, contact Daniel Pickard at 303-894-2200, ext. 6354, or daniel.pickard@coloradosos.gov.

1. County Contact Information

County *

Boulder County

used for setting Permissions

County Clerk	Contact Person
Molly Fitzpatrick	Stephanie Gnoza
Normal Business Hours	Phone Number
07:30 - 17:00 (Monday-Thursday)	3034137752
Email	
sgnoza@bouldercounty.gov	
Physical Address	
1750 33rd Street, Boulder 80301	

Use Different Contact Information

If you want Secretary of State to use this information in the future. Please submit the contact updates forms.

County clerk

Contact person

Normal Business Hours

Phone Number

No Dashes

Email

Physical address

2. Select the Election Date:

Nov 5, 2024

3. Adherence to statutes and rules

☒ Required *

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.

☒ Required *

Between 22 and 18 days before the election, the County will mail ballots to each active registered elector. [Section 1-7.5-107(3)(a)(I), C.R.S.]

☒ Required *

No later than 45 days before the election, 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. The County will also provide access to the online ballot delivery system by this date. [Section 1-8.3-110, C.R.S.]

☒ Required *

The County will include all coordinating districts in the SCORE districts and precincts module and the election set up module. If the County is unable to include one or more coordinating districts in SCORE, please list the districts below and explain the issue. [Election Rule 4.1.3]

4. Voter service and polling centers [Section 1-5-102.9(1), C.R.S.]

For the purpose of calculating the minimum number of required VSPCs, the number of active registered electors equals the number of active electors registered in the County on the date of the 2020 presidential election or the 2022 general election, whichever is greater (1-5-102.9(1)(b)(II), C.R.S.)

The number of active registered electors used to determine the minimum required VSPCs for your county is: 230721

How to determine the minimum required number of VSPCs, and when VSPCs should be open, for your county:

County Size	VSPCs
At least 250,000 active registered electors	<ul style="list-style-type: none"> 15th day 5th day before election day: At least one VSPC for each 75,000 active electors 4th day to 2nd day before election day: At least one VSPC for each 20,000 active electors Day before and on election day: At least one VSPC for each 12,500 active electors
At least 37,500 but fewer than 250,000 active registered electors	<ul style="list-style-type: none"> 15th day to 5th day before election day: At least one VSPC for each 75,000 active electors, minimum 1 VSPC 4th day to the day before election day: At least one VSPC for each 20,000 active electors On election day: At least one VSPC for each 12,500 active electors
At least 10,000 but fewer than 37,500 active registered electors	<ul style="list-style-type: none"> 15th day to the day before election day: At least one VSPC On election day: At least 3 VSPCs
Fewer than 10,000 active registered electors	<ul style="list-style-type: none"> 15th day to election day: At least one VSPC

A VSPC is also required at each institution of higher education campus within the county as follows:
[Section 1-5-102.9(1)(b.5)(I), C.R.S.]

- During the period from the fifteenth day before the election to the second day before the election, one voter service and polling center on each campus that has 10,000 or more enrolled students; AND
- On the day before the election and on election day, one voter service and polling center on each campus that has 2,000 or more enrolled students

Minimum Hours of Operation for VSPCs

VSPCs must open during the 15 days before, up to, and including election day as follows: [Section 1-5-102.9(2), C.R.S.]

County Size

VSPC Hours

37,500 or more active registered electors

- 15th day to day before election day: 8 am to 5 pm, excluding Sundays and the first Saturday;
- Election day: 7 am to 7 pm.

Less than 37,500 active registered electors

- 15th day to day before election day: Normal business hours* excluding Sundays and the first Saturday, must be open at least 4 continuous hours on second Saturday of this period;
- Election day: 7 am to 7 pm.

*"Normal business hours" means at least 8 hours per day Monday through Friday and 4 hours Saturday

Enter the TOTAL number of VSPCs you will have open this election:

Required *

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[CLICK HERE](#) and navigate to the 2024 November General Election Locations spreadsheet located in the 2024 November General folder of your county document library.

You must provide the location name; address; start and end date; and operating hours of each VSPC in the 2024 November General Election Locations spreadsheet.

Please check each box below affirming VSPC requirements:



Required *

The County chose each VSPC location according to section 1-5-102.9(1)(c)(I), C.R.S.

☒ Required *

Each County must measure and record wait times at each VSPC on Election Day in accordance with the Secretary of State's written wait time policy document. [Election Rule 7.8.8]

☒ Required *

Each statutorily required VSPC complies with the accessibility requirements in Election Rule 7, and the County will submit an annual accessibility assessment, if applicable.

☒ Required *

Each required VSPC will be open from 7:00 a.m. until 7:00 p.m. on election day. [Section 1-7-101, C.R.S. and Rule 7.8.1(c)]

☒ Required *

Each VSPC will provide the following services and facilities: [Section 1-5-102.9(3), C.R.S. and Election Rule 7]

- Secure computer access to the statewide voter registration database;
- A sufficient number of WebSCORE workstations to process voters without undue delay (i.e., a delay of more than 15 minutes from arrival);
- The ability for eligible individuals to register to vote;
- The ability for electors to update their registration records (e.g., change of residence or mailing address, change of name, etc.);
- The ability for electors to vote in-person by presenting acceptable ID, signing a signature card, and marking and casting an official paper or electronic ballot of the proper style, without having to insert and return the voted ballot in a mail ballot return envelope;
- The ability for electors to obtain issuance of original or replacement mail ballot packets;
- The ability for voters to securely drop off or return voted mail ballot packets;
- The ability for individuals to obtain issuance of and cast provisional ballots;
- A sufficient physical inventory of, or equipment enabling voters and election judges to mark or print on demand, in-person and mail ballots of all styles that can be tabulated by the voting system without duplication;
- A sufficient inventory, or the ability to print a sufficient number, of mail ballot packets (outgoing and return envelopes, secrecy sleeves, voter instructions);
- Voting booths enabling electors to mark electronic and paper in-person and mail ballots in private;
- Facilities and equipment that comply with applicable accessibility requirements of federal and state law, including accessible voting devices (direct recording electronic or ballot marking devices); and
- The ability for an eligible person to cure a previously cast ballot.

- ☒ Required * At each polling location, the County will post all information required under section 1-5-504.5, C.R.S.
- ☒ Required * At each polling location, the County will provide the ability for an eligible elector who does not reside in the county to obtain issuance of and cast a statewide mail ballot in accordance with the Secretary of State's statewide mail ballot procedure [Section 1-7-110(5), C.R.S.]
- ☐ (if applicable) An eligible tribal council has requested a VSPC within the county.
- ☐ (if applicable) The county has or will apply for a waiver in order to designate a police station, sheriff's office, or town marshal's office as a VSPC.
- ☒ (if applicable) The county will provide both a multilingual in-person and sample ballot upon request as required by Sections 1-5-906 and 1-5-907, C.R.S. *(Required if county has been designated as a multilingual ballot county under Section 1-5-905, C.R.S.)*

5. Drop box locations [Section 1-5-102.9(5), C.R.S.]

Drop boxes are where electors may deposit their completed mail ballots in a secure receptacle. Drop boxes must be able to receive ballots 24 hours a day once opened and must be located throughout the county to provide the greatest convenience to voters. [Section 1-7.5-107(4.3)(a)(I), C.R.S.]

For the purpose of calculating the minimum number of required drop boxes, the number of active registered electors equals the number of active electors registered in the County on the date of the 2020 presidential election or the 2022 general election, whichever is greater (1-7.5-107(4.7), C.R.S.)

The number of active registered electors used to determine the minimum required drop boxes for your county is: 230721

Minimum Number of Required Drop Boxes

County Size

Number of Drop Boxes

At least 250,000 active registered electors

At least one drop box for each 12,500 active electors

At least 37,500 but fewer than 250,000 active registered electors

At least one drop box for each 15,000 active electors

At least 15,000 but fewer than 37,500 active registered electors

At least 2 drop boxes

Fewer than 15,000 active registered
electors

At least 1 drop box

An additional drop box is also required at each institution of higher education campus within the county that has 1,000 or more enrolled students. [Section 1-5-102.9(1)(b.5)(II), C.R.S.] [Section 1-5-102.9(5)(b), C.R.S.]

Enter the TOTAL number of Drop Boxes you will
have open this election:

Required *

20

[CLICK HERE](#) and navigate to the 2024 November General Election Locations spreadsheet located in the 2024 November General folder of your county document library.

You must provide the location name; address; and start and end date of each Drop Box in the 2024 November General Election Locations spreadsheet.

☒ Required *

Each required drop box will be open, at minimum, beginning 15 days prior to and including the day of the election, be open until 7pm on election day and remain open after 7pm until every eligible elector in line at the drop box on or before 7pm has been allowed to deposit all ballots brought in the drop box. [Section 1-5-102.9(5)(c), C.R.S.]

☒ Required *

Each required drop box will be available for use 24 hours a day [Section 1-1-104(9.7), C.R.S.]

☒ Required *

Each required drop box will follow the lighting and monitoring requirements set forth in Election Rule 7.4.1

☒ (if
applicable)

The county has or will apply for one or more Remote Drop Box Waivers [Section 1-7.5-107(4.3)(c)(III), C.R.S.]

6. Drop-off locations [Section 1-5-102.9(5), C.R.S.]

A drop-off location is a location established for the receipt of mail ballots under the supervision of a municipal clerk, election judges, a county clerk and recorder or a member of the clerk and recorder's staff. **It does not include a drop box or a mail ballot box located within a VSPC.** [Section 1-1-104(9.8), C.R.S.] A county may establish additional drop-off locations at the county's discretion. [Section 1-5-102.9(5)(f), C.R.S.]

[CLICK HERE](#) and navigate to the 2024 November General Election Locations spreadsheet located in the 2024 November General folder of your county document library.

You must provide the location name; address; start and end date; and operating hours of each drop-off location in the 2024 November General Election Locations spreadsheet.



Each drop-off location will be supervised in accordance with Section 1-5-102.9(5)(f), C.R.S.



(if applicable)

An eligible tribal council has requested a drop-off location within the county. [Section 1-5-102.9(5)(f), C.R.S.]

7. Ballot delivery and processing



Required *

The County will provide a mail ballot to any eligible voter who requests one in-person at the County Clerk's main office, or another designated office, no sooner than 45 days before the election and no later than 32 days before the election. [Section 1-7.5-107(2.7), C.R.S.] If designating an office other than the County Clerk's main office, please provide the address(es) below:



Required *

The County will notify its local postal representative of the election.



Required *

The County or its print vendor will supply a Mailpiece Design Analyst with the ballot envelopes' design to ensure that they meet postal standards. Once approved, the County or its print vendor will send the designs and approvals to the USPS Political Coordinator for the Colorado/Wyoming District. [Sections 1-7.5-107(3)(a), 1-2-605(5), and 1-7.5-108.5, C.R.S.]



Required *

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



Required *

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. [Sections 1-7.5-107(3)(a), 1-2-605(5), and 1-7.5-108.5, C.R.S.]



Required *

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."



Required *

The County will follow the procedures in section 1-7.5-104.5(1.5), C.R.S., regarding first-time voters who do not have a signature on file.



Required *

The County will follow the procedures in Election Rule 7.4 for receiving, stamping, and logging ballots each day as they come in.

☒ Required *

If the County receives a ballot for another County, the County will apply a date stamp and forward the ballot to the correct County.

☒ Required *

The County will issue replacement ballots according to section 1-7.5-107(3)(d), C.R.S.

☒ Required *

The County will follow section 1-7.5-107.3, C.R.S. and Election Rule 7.7 when conducting signature verification.

If the County will include any material in the mail ballot packet that is in addition to the statutorily required information, please describe the material below and include a copy of the material with the uploaded attachments for this election plan.

(Required *) Please provide the address of your central count location:

1750 33rd Street, Boulder CO

8. Ballot and voting equipment security

☒ Required *

The County will file the security plan required under section 1-5-616(5), C.R.S. and Election Rule 20. The County will follow the procedures in Rule 20 to ensure security of all voting equipment.

☒ Required *

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. [Election Rule 20.7.2(b)]

9. Secrecy Sleeve and Voter Instructions [Section 1-7.5-106(1), 1-7.5-107.3(5.5), C.R.S. and Election Rule 7.1]

(Required *) CHOOSE ONE:

- ☐ The County will use a combined secrecy sleeve and voter instruction. The County will include a copy of the secrecy sleeve and instructions -- containing all County-specific information -- with this election plan.
- ☐ The County will use its own secrecy sleeve and voter instructions. The County will upload a copy of the sleeve and instructions with this plan.
- ☒ The County will not use a secrecy sleeve. Please describe below how the County will ensure the privacy of marked ballots without using a secrecy sleeve:

- Ballot return envelopes will have the confetti security pattern and shading printed on the inside
- Ballot envelopes are opened via an OPEX extraction desk. Envelopes are fed into the extraction desk to be sliced open at a rate of ~900 envelopes per hour
- Envelopes are then stacked with the voter names/signature side face down and handed off to a ballot deconstruction judge who removes the ballot from the envelope and passes it to another judge for flattening and visual inspection

- Our envelopes will not have a place for voters to write their return address and therefore the ballot deconstruction judge removing the ballot from the envelope cannot see any voter information
- Deconstruction is performed with leads and elections staff overseeing the work to ensure voter privacy is maintained
- Training and on-boarding also includes conduct expectations; including voter privacy

10. Ballot Return Envelope [Election Rule 7.2]

☒ (check if applicable)

A county that uses a vendor to mail ballots **must** print the elector's full name under or near the self-affirmation signature line on each ballot return envelope. [Election Rule 7.2.7]

☒ Required *

The County will include a space for a witness to provide his or her full legal name on the ballot-return envelope. [Election Rule 7.2.8]

(Required *) Please choose one: [Election Rule 7.2.6]

☒ The County will NOT include the third party ballot delivery statement on the return envelope

☐ The County will include the third party ballot delivery statement on the return envelope

11. Ballot Stubs

☐

Please check this box only if the County will use ballot stubs under section 1-5-407(1)(b), C.R.S.

12. Print and Mail Insertion Vendor Information

☒ Required *

The county has, or will, complete the County Support survey regarding print and mail vendor info located at the following URL: <https://www.surveymonkey.com/r/PrintVendorSurvey>

13. Voting at County Jails or Detention Centers [Section 1-7.5-113.5, C.R.S.]

(Required *) Number of confined eligible voters in the county who registered to vote in the prior year [Section 1-7.5-113.5(2)(d)]

39

(Required *) Number of confined eligible voters in the county who voted in the last November election [Section 1-7.5-113.5(2)(d)]

13

☒ (Required*) The County has coordinated with the Sheriff's designee to facilitate voting for all confined eligible electors.

Describe how the County will provide the following materials to eligible electors

located in each jail or detention center within the County (provide as much detail as possible and upload additional documents if needed):

A list of acceptable identification under section 1-1-104(19.5), C.R.S.

Elections office will provide the Sheriff's Designee with this information. This is also included in the mail ballot packets mailed to ID required voters.

A ballot information booklet (bluebook) under section 1-40-124.5, C.R.S. (if applicable)

Elections office will provide the Sheriff's Designee with this information - both electronic and printed. Elections office will additionally bring copies to in-person voting at the jail.

TABOR notice under section 1-40-125, C.R.S. (if applicable)

Elections office will provide the Sheriff's Designee with this information - both electronic and printed. Elections office will additionally bring copies to in-person voting at the jail.

Describe how the Sheriff's Designee will ensure reasonable access to the following materials to eligible electors located in each jail or detention center within the County (provide as much detail as possible and upload additional documents if needed):

A list of acceptable identification under section 1-1-104(19.5), C.R.S. copy

Information is distributed/made available by the Sheriff's Designee to confined voters upon request and in the library.

A ballot information booklet (bluebook) under section 1-40-124.5, C.R.S. (if applicable) copy

Information is distributed/made available by the Sheriff's Designee to confined voters upon request and in the library.

TABOR notice under section 1-40-125, C.R.S. (if applicable) copy

Information is distributed/made available by the Sheriff's Designee to confined voters upon request and in the library.

Describe the process by which the County and the Sheriff's Designee will facilitate the following activities (provide as much detail as possible and upload additional documents if needed):

Voter registration of the eligible electors located in each jail or detention center within the county.

Voter registration forms and online link (govotecolorado.gov) will be sent to the Sheriff's Designee to distribute to confined eligible electors. Completed registration forms will be returned to the Clerk and Recorder and processed.

Delivery and retrieval of mail ballots of registered voters located in each county jail or detention center within the county.

Delivery - Mail ballots will be sent to eligible Boulder County voters up until the 8 day deadline for mailing ballots. Past this deadline, ballots will be delivered to the jail as needed.

Retrieval - The Sheriff's Designee will ensure all confined voters' ballots are placed in the designated drop-off location at the jail (sealed ballot box). The Sheriff's Designee will ensure confined eligible electors are informed about the latest time they may deposit their ballot for collection on election day. Clerk and Recorder will pick up the box on October 18, October 25 and after 5PM on Election Day, November 5.

Process for a confined eligible elector to cure a deficiency on their ballot.

The Clerk and Recorder will review ballots with deficiencies to identify if any are for confined electors. The Clerk and Recorder will provide the Sheriff's Designee with copies of deficiency letters to enable confined electors to cure. The Sheriff's Designee will inform these confined electors of the deficiency and facilitate the cure process.

Each of the following services required during in-person voting under Section 1-.7.5-113.5(4), C.R.S.

- Cast a secret ballot
- Cast a statewide ballot
- Cast a provisional ballot
- Reasonable accessible accommodations for confined voters with a disability

The Clerk and Recorder and the Sheriff's Designee will schedule 1 day of in-person voting at the jail that lasts at least 6 hours. The Clerk and Recorder will bring ICX voting machines and other materials to facilitate in-person voting, including statewide and provisional ballots.

14. Miscellaneous

☐ (if applicable)

County will use a ballot sorting machine with automated signature verification software as part of the signature verification process. Please briefly describe which system will be used below:

If known, please describe the confidence threshold that the signature verification software will use below:

If the County has additional information it would like us to consider, please provide the information below.

15. Attachments

Please [CLICK HERE](#) to upload your documents in your County's 2024 November General folder in your document library.

You will need to upload all required documents before we can approve your election plan.

☒ Required *

A copy of the outgoing envelopes for both domestic and UOCAVA ballots.

☒ Required *

A copy of the return envelopes for both domestic and UOCAVA ballots.

☒ Required *

A copy of all voter instructions for both domestic and UOCAVA ballots.

A copy of the instructions to be included for first-time voters who do not have a signature on

- ☒ Required * file. [Section 1-7.5-104.5(l.5), C.R.S.]
- ☒ Required * A completed VSPC Throughput Analysis form provided by the Secretary of State.
- ☒ Required * A copy of the signature card or signature/voter reg combo form that will be used for in-person voting in accordance with Section 1-7-110, C.R.S.
- ☒ Required * Copies of all forms that will be available or provided to electors to cure deficiencies or errors during the election with county and election specific information filled in. [section 1-7.5-105(1)(f), C.R.S.] To include the following:
- Missing or incomplete accessible ballot application letter
 - Ballot returned in wrong envelope letter
 - Missing copy of ID letter - mail ballot
 - Missing copy of ID letter - provisional ballot
 - Missing or discrepant signature letter & affidavit
 - Missing signature letter - provisional ballot
 - Missing signature letter - UOCAVA
 - UOCAVA Outreach Letter - Inactive - sample (*if sending this election*)
 - Examples of any template email language for any UOCAVA correspondence sent via email for the purpose of curing UOCAVA ballots (*if applicable*)
- ☐ Copies of any other documents (except the ballot) to be included in the mail ballot packet.

16. Multilingual Ballot County Information

Complete this section ONLY if your county is required to provide in-person and sample ballot translations under section 1-5-905, C.R.S.

Affirmation of Translation Qualifications (Election Rule 4.8.8)

The county affirms that they are using a translator or interpreter who:

- ☒ Is screened and tested for proficiency in both English and the target language, with affiliation or accreditation by a nationally recognized association of translators or have other credentials or certifications that are comparable to or exceed the standards used by a nationally recognized association or translators; AND
- ☒ Produces translations that are linguistically accurate, culturally appropriate, and technically consistent with the original documents

Description of Translator (Election Rule 4.8.9)

Please describe the company, service, or individual who will be translating ballot content the county is responsible for (see Rule 4.8.9(b) for further definition of "qualified translator or interpreter"):

Boulder uses Language USA (<https://languageusa.com/en/about-us/>).

Language USA is a member of the American Translators Association (<https://www.atanet.org/certification/guide-to-ata-certification/>).

- County will include multilingual sample and in-person ballot information with the mail ballot packet [Section 1-5-906(5) and 1-5-907(4), C.R.S.]:

☒ Included in the regular voter instructions
 ☐ As a separate mail ballot insert with the voter instructions

17. Election Dates and Deadlines

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

	Calculated Date	Your Date
Date ballots will be transmitted to UOCAVA electors (No later than 45 days before the election) [Section 1-8.3-110, C.R.S.]	Sep 21, 2024	Required * 9-20-24
Date County will mail ballots (no sooner than 22 days before the election and no later than 18 days before the election) [Section 1-7.5-107(3), C.R.S.] NOTE: If 22nd day falls on a federal holiday recognized by USPS, county may mail ballots beginning on the Friday before. [Section 1-7.5-107(3)(a)(II)]	Oct 11, 2024	Required * 10-11-24
Date County will publish notice of election (no later than 20 days before the election) [Section 1-5-205(1), C.R.S.]	Oct 16, 2024	Required * 10-16-24
Date county will begin counting ballots (no sooner than 15 days before the election and counties with more than 10,000 active electors must begin no later than 4 days prior to the election) [Section 1-7.5-107.5, C.R.S.]	Oct 21, 2024	Required * 10-28-24
Election Date	Nov 5, 2024	Required * 11-5-24

Deadline for County to mail signature discrepancy and I.D. deficiency cure letters to affected electors (no later

than 2 days after election day) [Sections 1-7.5-107(3.5) (d) and 1-7.5-107.3(2)(a), C.R.S.]

Nov 7, 2024

Required *

11-7-24

Deadline for electors with signature discrepancies or I.D. deficiencies to submit necessary cure documentation to the County (within 8 days after the election) [Sections 1-7.5-107(3.5)(d) and 1-7.5-107.3(2) (a), C.R.S.]

Nov 13, 2024

Required *

11-13-24

Deadline for County to receive ballots from UOCAVA electors (close of business on the 8th day after the election) [Section 1-8.3-113(2), C.R.S.]

Nov 13, 2024

Required *

11-13-24

Deadline for County to verify and count all provisional ballots (within 9 days after the election) [Section 1-8.5-105(5), C.R.S.]

Nov 14, 2024

Required *

11-14-24

Deadline for the canvass board to complete its duties (no later than the 22nd day after the election) [Section 1-10-102(1), C.R.S.]

Nov 27, 2024

Required *

11-27-24

Election Plan Status

Approved