



Notice of Permanent Adoption

Office of the Secretary of State
Election Rules
8 CCR 1505-1

August 6, 2015

I. Adopted Rule Amendments

As authorized by Colorado Elections Law¹ and the State Administrative Procedure Act², the Colorado Secretary of State gives notice that the following amendments to the Election Rules³ are adopted on a permanent basis.

The Secretary of State considered the amendments at the July 7, 2015 rulemaking hearing in accordance with the State Administrative Procedure Act⁴.

Please note the following formatting key:

Font effect	Meaning
Sentence case	Retained/modified current rule language
SMALL CAPS	New language
Strikethrough	Deletions
<i>[Italic blue font text]</i>	Annotations and publication notes

[Current 8 CCR 1505-1 is amended as follows:]

Amendments to Rule 1.1.46(a):

1.1.46 “Watcher” has the same meaning as in section 1-1-104(51), C.R.S.

- (a) ~~A watcher may be appointed for a recall election in the same manner as in a primary election.~~ WATCHERS MAY BE APPOINTED FOR A RECALL ELECTION BY EACH QUALIFIED SUCCESSOR CANDIDATE, THE PROPONENTS AND OPPONENTS OF THE RECALL BALLOT QUESTION, AND EACH PARTICIPATING POLITICAL PARTY FOR A PARTISAN RECALL ELECTION.

[The remainder of Rule 1.1.46 is retained unaltered]

¹ Sections 1-1-107(2)(a) and 1-1.5-104(1)(e), C.R.S. (2014).

² Section 24-4-103(3)(a), C.R.S. (2014).

³ 8 CCR 1505-1.

⁴ Section 24-4-103(3)(a), C.R.S. (2014).

Amendments to Rule 2.3 through 2.5:

2.3 ~~When an elector registers to vote, the elector must provide a verifiable driver's license or state identification card number, or last four digits of his or her social security number.~~ IF AN ELECTOR HAS A DRIVER'S LICENSE NUMBER OR STATE IDENTIFICATION NUMBER, HE OR SHE MUST PROVIDE IT WHEN REGISTERING TO VOTE. IF THE ELECTOR HAS NEITHER, HE OR SHE MAY PROVIDE THE LAST FOUR DIGITS OF HIS OR HER SOCIAL SECURITY NUMBER. If the elector states that he or she does not have a driver's license, state identification card number, or social security number, OR IF THE CLERK CANNOT VERIFY THE ELECTOR'S INFORMATION IN SCORE, the county clerk must register the elector and mark the registration record "ID required".

2.3.1 THE COUNTY MUST PROCESS THE HELP AMERICA VOTE VERIFICATION FILE ON AT LEAST A MONTHLY BASIS BY VERIFYING SOCIAL SECURITY NUMBERS AND REMOVE THE "ID REQUIRED" VERIFIED RECORDS.

~~2.3.1~~2.3.2 As used in section 1-1-104(19.5), C.R.S., government document means a document issued by a city, county, state, or federal government.

[The remainder of New Rule 2.3.2, formerly Rule 2.3.1, is retained unaltered]

~~2.3.2~~2.3.3 As used in section 1-1-104(19.5)(a)(VII), C.R.S., "current" means that the date of the document is within 60 days of the date submitted for identification purposes unless the document states a longer billing cycle.

~~2.3.3~~2.3.4 Documents issued under section 42-2-505, C.R.S., are not acceptable forms of identification for any purpose under the Uniform Election Code of 1992 and these rules.

2.4 Treatment of INCOMPLETE NEW REGISTRATION applications ~~where the elector fails to provide required information~~

[The remainder of Rule 2.4 is retained unaltered]

2.5 Changes to an elector's EXISTING voter registration record

2.5.1 If an elector submits a change to his or her voter registration record and fails to include the information required by sections 1-2-216 or 1-2-219, C.R.S., the county clerk ~~must~~ MAY not make the requested change unless the county clerk can ~~confidently identify the voter~~ ESTABLISH MINIMUM MATCHING CRITERIA. ~~The~~ IF THE county clerk CANNOT ESTABLISH MINIMUM MATCHING CRITERIA, THE COUNTY CLERK MAY NOT CHANGE THE ELECTOR'S STATUS AND must notify the ~~voter~~ ELECTOR of the additional information that is required to process the request.

[The remainder of Rule 2.5 is retained unaltered]

Amendments to Rule 2.7.1:

2.7 Minimum matching criteria

2.7.1 Except as provided in section 1-2-302.5, C.R.S., the county clerk ~~must~~ MAY not transfer, consolidate, or cancel a voter registration record unless the APPLICABLE minimum matching criteria as set forth in sections 1-2-603 and OR 1-2-604, C.R.S., are met. If the minimum matching criteria are not met the county clerk must send a letter to the voter requesting confirmation of the missing or non-matching information in order to transfer, consolidate, or cancel the record.

[The remainder of Rule 2.7 is retained unaltered]

Amendments to Rule 2.10:

2.10 ~~20-day applicants~~ NEW VOTER NOTIFICATION under section 1-2-509(3), C.R.S.

~~2.10.1 When a county clerk deems an applicant "not registered" upon receipt of an undeliverable new voter notification in accordance with section 1-2-509(3), C.R.S., the county clerk must mail a confirmation card. The confirmation card must meet the requirements of section 1-1-104(2.8), C.R.S.~~

~~2.10.2 If the applicant returns the signed confirmation card within 90 days the county clerk must register the applicant using the date of the original application.~~

~~2.10.3~~ 2.10.1 During the 22 days before an election, the county clerk must defer processing undeliverable ~~20-day~~ NEW VOTER notifications. After the election is closed, the clerk must ~~deem~~ DETERMINE an applicant "not registered" under section 1-2-509(3), C.R.S., only if the applicant did not vote in the election.

~~2.12.1~~ 2.10.2 ~~When~~ IF AFTER THE 20-DAY PERIOD OUTLINED IN SECTION 1-2-509(3), C.R.S, the United States Postal Service returns a new voter notification ~~or confirmation card~~ to the county clerk as undeliverable, or provides the clerk with a postcard notice of mail forwarding, the county clerk must mark the voter's record "Inactive — returned mail" and mail a confirmation card. ~~Where a confirmation card sent under this Rule is returned as undeliverable, the county is not required to mail another card.~~

[Current Rule 2.12.1 is amended and recodified as New Rule 2.10.2]

Amendments to Rules 2.12 and 2.13:

2.12 List Maintenance under section 8 of the National Voter Registration Act of 1993

~~2.12.1 When the United States Postal Service returns a new voter notification or confirmation card to the county clerk as undeliverable, or provides the clerk with a postcard notice of mail forwarding, the county clerk must mark the voter's record "Inactive — returned mail" and mail a confirmation card. Where a confirmation card sent under this Rule is returned as undeliverable, the county is not required to mail another card.~~

[Current Rule 2.12.1 is amended and recodified as New Rule 2.10.4; subsequent rules are renumbered as follows:]

~~2.12.2~~2.12.1 The Secretary of State will provide monthly National Change of Address (NCOA) data under section 1-2-302.5, C.R.S., to the county clerk by the fifth of each month.

[The remainder of New Rule 2.12.1, formerly Rule 2.12.2, is retained unaltered]

~~2.12.3~~2.12.2 In accordance with section 1-2-605(7), C.R.S., no later than 90 days following a General Election, the county clerk in each county must cancel the registrations of electors:

[The remainder of New Rule 2.12.2, formerly Rule 2.12.3, is retained unaltered]

~~2.12.4~~2.12.3 The county must process all records designated for cancelation by the Secretary of State within 21 days of receipt.

~~2.12.5~~2.12.4 The county must process and mail all confirmation cards using SCORE so that the elector's voter registration record audit log shows the date on which the county printed or extracted the confirmation card.

~~2.12.6~~2.12.5 To the extent a county has records of confirmation cards it has generated and sent outside of SCORE, the county must retain those records as election records under section 1-7-802, C.R.S.

2.13 Voter registration at a voter service and polling center

2.13.1 A person registering voters or updating voter registration information in a voter service and polling center must:

- (a) Be AN ELECTION JUDGE, a permanent or temporary county employee, state employee, or temporary staff hired by the county clerk;
- ~~(b) Successfully pass the criminal background check described in Rule 6.5;~~
and
- ~~(c)~~(B) Complete a training course provided by OR APPROVED BY the Secretary of State.

[Current Rule 2.13.2 is retained unaltered]

Rule 4.1.3 is repealed:

~~4.1.3 The designated election official of each participating political subdivision must certify the completeness and accuracy of the SCORE address library for addresses within the district no later than the 70th day before election day. For special district elections, the designated election official of each district must certify to the county clerk the list of electors eligible to vote under section 32-1-806, C.R.S.~~

New Rule 4.3.3:

- 4.3.3 IN ANY ODD-YEAR NOVEMBER COORDINATED ELECTION IN WHICH THERE IS A STATEWIDE ISSUE ON THE BALLOT, THE CANVASS BOARD MEMBERS THAT WILL CANVASS THE STATEWIDE ISSUE MUST BE APPOINTED IN ACCORDANCE WITH SECTION 1-10-101, C.R.S.

Amendments to Rule 6.4 and repeal of Rule 6.5:

- 6.4 A supervisor judge in a voter service and polling center must:

~~6.4.1 Successfully pass the criminal background check described in Rule 6.5. Any person who has been convicted of an election offense or an offense with an element of fraud is prohibited from handling voter registration applications or conducting voter registration and list maintenance activities.~~

~~6.4.2 Complete COMPLETE a training course provided by OR APPROVED BY the Secretary of State.~~

- ~~6.5 The county clerk must arrange for a criminal background check on a supervisor judge and each staff member conducting voter registration activities.~~

~~(a) The criminal background check must be conducted by or through the Colorado Bureau of Investigation, the county sheriff's department in accordance with section 24-72-305.6(3), C.R.S., or similar state or federal agency.~~

~~(b) A person convicted of an election offense or an offense containing an element of fraud may not:~~

~~(1) Handle voter registration applications or conduct voter registration and list maintenance activities; or~~

~~(2) Have access to a code, combination, password, or encryption key for the voting equipment, ballot storage area, counting room, or tabulation workstation.~~

Repeal of Rule 7.2.3(c) concerning ballots and ballot packets:

~~(c) In coordinated elections, the county clerk must mail ballots to all active eligible electors of each political subdivision.~~

Amendments to Rules 7.2.5 through 7.2.7:

7.2.5 Effective January 1, 2015-2016, each mail ballot return envelope and mail ballot instruction must include a statement informing voters that it is a violation of law to ~~drop off more than ten ballots~~ RECEIVE MORE THAN TEN BALLOTS FOR MAILING OR DELIVERY in any election.

~~7.2.6 Effective January 1, 2015, each mail ballot return envelope must include the following: "For third party delivery: I am voluntarily giving my ballot to (name~~

~~and address) for delivery. I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under state or federal law.”~~

- 7.2.6 EFFECTIVE JANUARY 1, 2016, EACH MAIL BALLOT RETURN ENVELOPE MUST INCLUDE THE FOLLOWING: “I AM VOLUNTARILY GIVING MY BALLOT TO (NAME AND ADDRESS) FOR DELIVERY ON MY BEHALF.”
- 7.2.7 A COUNTY MUST ISSUE A MAIL BALLOT TO ANY ELIGIBLE ELECTOR WHO REQUESTS ONE IN PERSON AT THE COUNTY CLERK’S OFFICE OR THE OFFICE DESIGNATED IN THE COUNTY’S MAIL BALLOT PLAN BEGINNING 32 DAYS BEFORE AN ELECTION. [SECTION 1-7.5-107(2.7), C.R.S.]

Amendments to Rule 7.5.1:

7.5 Receipt and processing of ballots

- 7.5.1 ~~ALL~~ THE COUNTY CLERK MUST ADEQUATELY LIGHT ALL STAND-ALONE drop-off locations ~~must be monitored by~~ AND USE EITHER an election official or A video security surveillance recording system; as defined in Rule ~~20~~-1.1.42 TO MONITOR EACH LOCATION.

[The remainder of Rule 7.5.1 and Rules 7.5.2 through 7.5.4 are retained unaltered]

Amendments to Rule 7.5.5:

- 7.5.5 Election officials must record the number of ballot packets returned as undeliverable AND RECEIVE THE BALLOT PACKETS IN SCORE upon receipt.

Amendments to Rule 7.7:

7.7 Missing signature.

- 7.7.1 If a mail or provisional ballot return envelope lacks a signature, ~~the election official must contact the elector in writing no later than two calendar days after election day.~~ THE COUNTY CLERK MUST FOLLOW THE PROCEDURES FOR DISCREPANT SIGNATURES OUTLINED IN SECTION 1-7.5-107.3(2)(A), C.R.S., EXCEPT AS PROVIDED IN RULE 7.7.4.
- 7.7.2 The ~~designated election official~~ COUNTY CLERK must use the letter and form prescribed by the Secretary of State and keep a copy as part of the official election record.
- 7.7.3 Nothing in this Rule prohibits the ~~designated election official~~ COUNTY CLERK from calling the elector, but a phone call may not substitute for written contact. If the ~~designated election official~~ COUNTY CLERK calls any elector he or she must ATTEMPT TO call all electors whose affidavits are unsigned.

7.7.4 IF AN ELECTOR FAILS TO CURE A MISSING SIGNATURE, THE COUNTY CLERK NEED NOT SEND A COPY OF THE MAIL BALLOT RETURN ENVELOPE TO THE DISTRICT ATTORNEY FOR INVESTIGATION.

[Sections 1-7.5-107.3 and 1-8.5-105(3)(a), C.R.S.]

~~7.7.2 The letter must inform the elector that the elector must sign the affidavit and return the form in person or by mail, fax, or email, and that the county must receive the form no later than eight calendar days after the election.~~

~~7.7.3 The election official must use the letter and the signature verification form approved by the Secretary of State. The letter and missing signature affidavit form does not violate section 1-13-801, C.R.S.~~

Amendments to Rule 7.9.3:

7.9.3 ~~Voter check in at the voter service and polling center~~

~~(a) Each voter service and polling center must include an adequately staffed designated voter check in table or area.~~

~~(b) The check in judge must verify each elector's registration information, including address.~~

~~(c) If an elector has moved or is not registered, the check in judge must direct the elector to the registration area. If the elector is registered and has no updates, the check in judge must direct the elector to the voting table. IN ORDER TO ASSIST APPLICANTS AND ELECTORS EFFICIENTLY, A COUNTY CLERK MUST CONFIGURE VOTER SERVICE AND POLLING CENTERS TO PROVIDE: SUFFICIENT ELECTION JUDGES, WEBSCORE WORK STATIONS, VOTING EQUIPMENT, MAIL AND IN-PERSON BALLOTS, AND OTHER SUPPLIES.~~

Amendments to Rule 7.11:

7.11 Voter service and polling center connectivity

7.11.1 The county must have real-time access to SCORE AND WEBSCORE at every voter service and polling center designated by the county clerk.

7.11.2 THE COUNTY CLERK MUST INSTRUCT ELECTION JUDGES AND, IF APPROPRIATE, ELECTION STAFF, TO:

(A) USE WEBSCORE TO REGISTER VOTERS; UPDATE EXISTING VOTER REGISTRATIONS; ISSUE AND REPLACE MAIL BALLOTS; AND ISSUE, SPOIL, AND REPLACE IN-PERSON BALLOTS: AND

(B) OFFER AN IN-PERSON VOTER THE OPPORTUNITY TO OBTAIN A REPLACEMENT MAIL BALLOT RATHER THAN A PROVISIONAL BALLOT IN THE EVENT THE

VOTER SERVICE AND POLLING CENTER LOSES CONNECTIVITY TO
WEBScore BUT RETAINS CONNECTIVITY TO SCORE.

~~7.11.2~~-7.11.3 At no time may an election official open SIMULTANEOUS SESSIONS OF both the SCORE voter registration screen and the voting module WEBScore on a single workstation.

~~7.11.3~~-7.11.4 Every voter service and polling center designated by the county clerk must meet the minimum security procedures for transmitting voter registration data as outlined in section 1-5-102.9, C.R.S., and Rule 2.16.

Amendments to Rule 11.1.3 concerning voting system access:

11.1.3 In accordance with section 24-72-305.6, C.R.S., all permanent and temporary county staff and all vendor staff who have access to the voting system or any voting or counting equipment must pass ~~the~~ A criminal background check ~~described in Rule 6.5~~. A PERSON CONVICTED OF AN ELECTION OFFENSE OR AN OFFENSE CONTAINING AN ELEMENT OF FRAUD MAY NOT HAVE ACCESS TO A CODE, COMBINATION, PASSWORD, OR ENCRYPTION KEY FOR THE VOTING EQUIPMENT, BALLOT STORAGE AREA, COUNTING ROOM, OR TABULATION WORKSTATION.

Current Rule 16.1.5, concerning voting by military and overseas electors, is repealed and subsequent rules are renumbered as follows:

~~16.1.5~~ In accordance with sections ~~1-8.3-111 and 1-8.3-113~~, C.R.S., all ballots cast must be voted and mailed or electronically transmitted no later than 7:00 p.m. MT on election day, and received by the county clerk or the Secretary of State no later than the close of business on the eighth day after election day.

~~16.1.6~~-16.1.5 Ballots received by the Secretary of State

[The remainder of New Rule 16.1.5, formerly Rule 16.1.6, is retained unaltered]

~~16.1.7~~-16.1.6 The county clerk must send a minimum of one correspondence no later than 60 days before the Primary Election to each elector whose record is marked "Inactive." The correspondence may be sent by email or mail and, at a minimum, must notify the electors of:

[The remainder of New Rule 16.1.6, formerly Rule 16.1.7, is retained unaltered]

~~16.1.8~~-16.1.7 No later than 45 days before an election, the county clerk must report to the Secretary of State the number ballots transmitted to military and overseas electors by the 45-day deadline.

~~16.1.9~~-16.1.8 Failure to meet the 45-day ballot transmission deadline in section 1-8.3-110, C.R.S.

[The remainder of New Rule 16.1.8, formerly Rule 16.1.9, is retained unaltered]

Amendments to Rule 16.2.1(c), concerning electronic transmission for military and overseas electors:

- (c) In accordance with section 1-8.3-113(1), C.R.S., ~~an elector~~ A COVERED VOTER who chooses to receive his or her unvoted ballot by ~~online ballot delivery~~ ELECTRONIC TRANSMISSION may return his or her ballot by fax or email ONLY IF THE COVERED VOTER REASONABLY DETERMINES THAT A MORE SECURE METHOD, SUCH AS RETURNING THE BALLOT BY MAIL, IS NOT AVAILABLE OR FEASIBLE. "NOT FEASIBLE" MEANS CIRCUMSTANCES WHERE THE COVERED VOTER REASONABLY BELIEVES THAT IF HE OR SHE MAILES THE BALLOT THE COUNTY CLERK WILL NOT RECEIVE IT BY THE CLOSE OF BUSINESS ON THE EIGHTH DAY AFTER AN ELECTION.

Amendments to Rule 16.2.3:

- 16.2.3 The self-affirmation must include the standard oath required by the Uniformed and Overseas Citizen Voting Act (42 U.S.C sec. 1973ff(b)(7) and 1(a)(5)), the elector's name, date of birth, signature, and the following statement: I also understand that by returning my voted ballot by electronic transmission, I am voluntarily waiving my right to a secret ballot AND THAT COLORADO LAW REQUIRES THAT I RETURN THIS BALLOT BY A MORE SECURE METHOD, SUCH AS MAIL, IF AVAILABLE AND FEASIBLE. (~~Section~~ SECTIONS 1-8.3-113 AND 1-8.3-114, C.R.S.)

New Rule 16.2.8:

- 16.2.8 NOTHING IN THIS RULE 16.2 PERMITS INTERNET VOTING. INTERNET VOTING MEANS A SYSTEM THAT INCLUDES REMOTE ACCESS, A VOTE THAT IS CAST DIRECTLY INTO A CENTRAL VOTE SERVER THAT TALLIES THE VOTES, AND DOES NOT REQUIRE THE SUPERVISION OF ELECTION OFFICIALS.

Amendments to Rule 20.4:

20.4 Individuals with access to keys, door codes, and vault combinations

- 20.4.1 For employees with access to areas addressed in Rule 20.4.3, the county must state in the security plan each employee's title and the date of the criminal background check WAS performed ~~under Rule 6.5~~. [Section 24-72-305.6, C.R.S.]

[Current Rule 2.4.2 is retained unaltered]

- 20.4.3 Employee access. The county may grant employees access to the codes, combinations, passwords, and encryption keys described in this Rule in accordance with the following limitations:

- (a) Access to the code, combination, password, or encryption key for the voting equipment, ballot storage areas, counting room, or tabulation workstations is restricted to employees who have successfully passed ~~the~~ A criminal background check ~~described in Rule 6.5~~. Any person who has

been convicted of an election offense or an offense with an element of fraud is prohibited from having access to a code, combination, password, or encryption key for the voting equipment, ballot storage areas, counting room, or tabulation workstations.

[Current Rules 20.4.3(b), 20.4.3(c), and Rule 20.4.5 are retained unaltered]

Amendments to Rule 20.9.1(c), concerning transportation of equipment, memory cards, ballot boxes, and ballots:

- (c) Transportation by contract. If a county contracts for the delivery of equipment to remote voting locations, each individual delivering equipment must successfully pass ~~the~~ A criminal background check ~~described in Rule 6.5~~. Any person who has been convicted of an election offense or an offense with an element of fraud is prohibited from handling or delivering voting equipment. Two election officials must verify, sign, and date the chain-of-custody log upon release of the equipment to the individual(s) delivering the equipment.

New Rule 23:

RULE 23. COMMISSIONS

23.1 BIPARTISAN ELECTION ADVISORY COMMISSION

23.1.1 THE SECRETARY OF STATE FINDS AND DECLARES THAT OPEN DISCUSSION ABOUT THE ADMINISTRATION AND CONDUCT OF ELECTIONS IN COLORADO IS NECESSARY TO ENSURE THAT EVERY ELIGIBLE CITIZEN HAS THE OPPORTUNITY TO PARTICIPATE IN FAIR, ACCESSIBLE, AND IMPARTIAL ELECTIONS, AND HAS THE ASSURANCE THAT ELECTIONS ARE CONDUCTED WITH INTEGRITY AND HIS OR HER VOTE WILL COUNT. BECAUSE THE COLORADO GENERAL ASSEMBLY DISCONTINUED THE COLORADO VOTER ACCESS AND MODERNIZED ELECTION COMMISSION, THE SECRETARY OF STATE WILL ESTABLISH A BIPARTISAN ELECTION ADVISORY COMMISSION (THE COMMISSION) TO IDENTIFY PROCESSES FOR IMPROVEMENT AND WORK TO OBTAIN BIPARTISAN SUPPORT IN THE ADMINISTRATION OF ELECTIONS. THE COMMISSION WILL MAKE RECOMMENDATIONS TO THE SECRETARY OF STATE REGARDING THE DEVELOPMENT AND IMPLEMENTATION OF BEST PRACTICES, ADMINISTRATIVE RULES AND SUGGESTIONS FOR LEGISLATION.

23.1.2 MEMBERSHIP OF THE COMMISSION

- (A) THE SECRETARY OF STATE WILL APPOINT AT LEAST 13 MEMBERS TO THE COMMISSION. THE COMMISSION MAY INCLUDE:
 - (1) A REPRESENTATIVE OF AN ORGANIZATION THAT ADVOCATES ON BEHALF OF PEOPLE WITH DISABILITIES;

- (2) A MEMBER OF THE EXECUTIVE BRANCH AND AT LEAST ONE LEGISLATOR FROM EACH PARTY;
 - (3) TWO COUNTY CLERK AND RECORDERS REPRESENTING THE COLORADO COUNTY CLERKS ASSOCIATION PRESIDENTIAL LINE OF LEADERSHIP;
 - (4) IF BOTH CLERKS IN (3) ARE FROM THE SAME PARTY OR IF NOT ALL COUNTIES ARE MEMBERS OF THE CCCA, ADDITIONAL CLERKS MAY BE APPOINTED;
 - (5) TWO REPRESENTATIVES OF ORGANIZATIONS THAT ADVOCATE ON BEHALF OF LOCAL GOVERNMENTS, INCLUDING COUNTIES, MUNICIPALITIES, AND SPECIAL DISTRICTS;
 - (6) CHAIR, PARTY OFFICER, OR LEGAL COUNSEL FOR EACH MAJOR POLITICAL PARTY; AND
 - (7) TWO MEMBERS WITH EXPERTISE ON VOTING RIGHTS AND/OR ELECTION INTEGRITY.
- (B) THE SECRETARY OF STATE OR HIS OR HER DESIGNEE, WILL BE A MEMBER AND SERVE AS CHAIR OF THE COMMISSION.
 - (C) THE SECRETARY OF STATE'S OFFICE WILL PROVIDE STAFF SUPPORT TO THE COMMISSION AS MAY BE DIRECTED BY THE SECRETARY OF STATE.

23.1.3 MEETINGS

- (A) THE COMMISSION MUST MEET NO FEWER THAN THREE TIMES ANNUALLY.
- (B) THE MEETINGS WILL BE HELD AT THE OFFICE OF THE SECRETARY OF STATE OR REGIONAL LOCATIONS THROUGHOUT THE STATE AS THE COMMISSION DETERMINES APPROPRIATE.
- (C) MEETINGS MUST COMPLY WITH COLORADO OPEN MEETINGS LAW AND WILL PERMIT AN OPPORTUNITY FOR PUBLIC COMMENT.
- (D) NOTICES, RECORDS OF MEETINGS, WRITTEN COMMENTS, AND DOCUMENTS SUBMITTED TO THE COMMISSION WILL BE PUBLISHED ON THE OFFICIAL WEBSITE OF THE SECRETARY OF STATE. DOCUMENTS THAT ARE OTHERWISE PUBLICLY AVAILABLE NEED NOT BE POSTED. ANY SUBMISSION CONTAINING INFLAMMATORY OR OTHERWISE INAPPROPRIATE CONTENT WILL NOT BE POSTED, INCLUDING ANY MATERIAL THAT IS DEFAMATORY, IRRELEVANT, DUPLICATIVE, OR OBSCENE.

II. Basis, Purpose, and Specific Statutory Authority

A Statement of Basis, Purpose, and Specific Statutory Authority follows this notice and is incorporated by reference.

III. Effective Date of Adopted Rules

These new and amended rules will become permanently effective twenty days after publication in the Colorado Register.⁵

Dated this 6th day of August, 2015,



Wayne W. Williams
Colorado Secretary of State

⁵ Section 24-4-103(5), C.R.S. (2014).



Statement of Basis, Purpose, and Specific Statutory Authority

Office of the Secretary of State
Election Rules
8 CCR 1505-1

August 6, 2015

I. Basis and Purpose

This statement explains proposed amendments to the Colorado Secretary of State Election Rules. The Secretary is considering other amendments to ensure uniform and proper administration, implementation, and enforcement of Federal and Colorado election laws,¹ improve elections administration in Colorado, and increase the transparency and security of the election process.

On May 8, 2015, the Secretary issued a request for public comment to help our office develop preliminary draft rules. The comments we received in anticipation of rulemaking are available online at: http://www.sos.state.co.us/pubs/rule_making/ruleComments.html. Additional comments received during the formal rulemaking are available online at: http://www.sos.state.co.us/pubs/rule_making/hearings/2015/ElectionsRulesHearing20150707.html. All comments are incorporated into the official rulemaking record.

Specific proposed changes include:

- Amendments to Rule 1.1.46 to clarify how watchers are appointed for a recall election.
- Amendments to Rule 2.3 to clarify that a county must mark an elector's registration record as "ID Required" if the elector provides a driver's license or state identification card number or social security number that does not verify in the statewide voter registration database.
- New Rule 2.3.1 requires a county to process the Help American Vote Verification file on a monthly basis and remove the "ID Required" flag for those numbers that are verified.
- Amendments to Rule 2.4 to clarify that the provisions of Rule 2.4 apply to new registration applications.

¹ Article VII of the Colorado Constitution, Title 1 of the Colorado Revised Statutes, and the Help America Vote Act of 2002 ("HAVA"), P.L. No. 107-252.

- Amendments to Rule 2.5 to clarify that those rule provisions apply to existing voter registration records. The amendments also establish that an application must meet minimum matching criteria before a county may change an elector's status.
- Repeal of Rules 2.10.1 and 2.10.2 as unnecessary in light of same-day registration.
- Amendments to Rule 2.10.4 clarify that if a new voter notification card is returned to the county clerk as undeliverable after the 20-day period outlined in section 1-2-509(3), C.R.S., expires, the county clerk must mark the voter's record as "Inactive – returned mail" and mail a confirmation card.
- Amendments to Rule 2.13.1(a) clarify that election judges are permitted to register voters or update voter registration information in SCORE.
- Repeal of Rule 2.13.1(b) to correspond with Senate Bill 15-100.
- Amendments to New Rule 2.13.1(b) allow a county to provide its own training to election judges instead of the Secretary of State provided training if the training is approved by the Secretary of State.
- Repeal of Rule 4.1.3 as unnecessary because the counties and political subdivisions may cover these provisions in their intergovernmental agreements.
- New Rule 4.3.3 clarifies canvass board appointments in odd-year November elections in which there is a statewide issue on the ballot.
- Repeal of Rule 6.4.1 and 6.5 to correspond with Senate Bill 15-100.
- Repeal of 7.2.3(c) because it is addressed by section 1-7.5-107(3)(a)(I), C.R.S.
- Amendments to Rule 7.2.5 to provide an effective date of January 1, 2016.
- Repeal of 7.2.6 to correspond with Senate Bill 15-100.
- New Rule 7.2.6, which provides that each mail ballot return envelope must include a section for the elector to identify the person returning a ballot other than the voter. This rule is intended to assist with the enforcement of the ten-ballot receipt-for-delivery requirement in statute and to provide a chain-of-custody in instances of alleged ballot tampering.
- New Rule 7.2.7 clarifies that a county must issue a mail ballot to any eligible elector who requests one in person at the county clerk's office or the office designated in the county's mail ballot plan beginning 32 days before an election in accordance with section 1-7.5-107(2.7), C.R.S.
- Amendments to Rule 7.5.1 requires counties to adequately light all drop-off locations and clarifies that a county must monitor each drop-off location using either an election official or video security surveillance recording system as defined in Rule 1.1.42.

- Amendments to Rule 7.5.5 clarify that election officials must receive undeliverable ballots in SCORE upon receipt.
- Amendments to Rule 7.7.1 require election officials to follow the procedures for discrepant signatures outlined in section 1-7.5-107.3(2)(a), C.R.S., if a ballot return envelope lacks a signature. Additionally, amendments break down Current Rule 7.7.1 and establish New Rules 7.7.2 and 7.7.3. New Rule 7.7.3 clarifies that a designated election official must attempt to call all electors whose missing signature affidavits are unsigned if the designated election official calls any elector.
- New Rule 7.7.4 clarifies that if an elector fails to cure a missing signature, the county clerk is not required to send a copy of the ballot return envelope to the district attorney.
- Repeal of Rules 7.7.2 and 7.7.3 as unnecessary with amendments to Rule 7.7.1
- Amendments to Rule 7.9.3 provide that a county clerk must configure voter service and polling centers, and provide sufficient resources to assist registrants and electors efficiently.
- New Rule 7.11.2 requires a county to use the WebSCORE application to register voters; update existing voter registrations; issue and replace mail ballots; and issue, spoil, and replace in-person ballots. It also requires that in the event that the voter service and polling center loses connectivity to WebSCORE but retains connectivity to SCORE, the county must offer an in-person voter the option to obtain a replacement mail ballot rather than a provisional ballot.
- Amendments to Rule 7.11.3 provide that an election official may not open simultaneous sessions of both SCORE and WebSCORE on a single workstation.
- Amendments to Rule 11.1.3 explaining that a person convicted of an election offense containing an element of fraud may not have access to a code, combination, password, or encryption key for the voting equipment, ballot storage area, counting room, or tabulation workstation.
- Repeal of Rule 16.1.5 as duplicative of sections 1-8.3-111 and 1-8.3-113, C.R.S.
- Amendments to Rule 16.2.1(c) to correspond with section 1-8.3-111, C.R.S., and define “not feasible” as circumstances where a covered voter reasonably believes the timely return of his or her ballot by mail is not certain to reach the clerk and recorder by the close of business on the eighth day after an election. The rule specifies that electronic transmission of a ballot may only be used if timely return of a mail ballot is not certain. For many years, Colorado law has provided both overseas civilian and military voters with the option to return their ballot electronically if delivery by the mail service is either not available or not feasible. This return method is critical to ensure that all such voters are enfranchised. These voters are pre-identified and tracked by their county clerks. These ballots must still be signed and validated according to state law by comparing them to the signature on file in the state’s voter registration system. The Secretary will continue to examine more secure ways to accomplish the provisions of the law.

- Amendments to Rule 16.2.3 amend the affirmation to indicate the elector’s understanding that Colorado law requires an elector to return his or her ballot by a more secure method, such as mail, if available and feasible. For the first time ever, the rule requires an overseas voter seeking to return their ballot by electronic transmission to sign a legal affirmation acknowledging that they must return the ballot by mail if that method is available to them.
- New Rule 16.2.8 explicitly prohibits and defines internet voting.
- Amendments to Rule 20.4.1 and 20.4.3 to correspond to Senate Bill 15-100.
- Amendments to Rule 20.9.1(c) to correspond to Senate Bill 15-100.
- New Rule 23 to create a Bipartisan Election Advisory Commission. This Rule outlines the purpose of the Commission, the membership of the Commission, and the structure of the meetings.

Other changes to rules not specifically listed are non-substantive and necessary for consistency with Department rulemaking format and style. Cross-references in rules are also corrected or updated.

II. Rulemaking Authority

The statutory and constitutional authority is as follows:

1. Section 1-1-107(2)(a), C.R.S. (2014), which authorizes the Secretary of State “[t]o promulgate, publish and distribute...such rules as the secretary finds necessary for the proper administration and enforcement of the election laws.”
2. Section 1-1.5-104(1)(b), C.R.S. (2014), which authorizes the Secretary of State to “[p]romulgate, oversee, and implement changes in the statewide voter registration system as specified in part 3 of article 2 of this title.”
3. Section 1-1.5-104(1)(e), C.R.S. (2014), which authorizes the Secretary of State to “[p]romulgate rules in accordance with article 4 of title 24, C.R.S., as the secretary finds necessary for proper administration and implementation of [the “Help America Vote Act of 2002”, 42 U.S.C. §§ 15301-15545] of [Article 1.5 of Title 1].”
4. Section 1-2-217.7(7), C.R.S. (2014), which states that “[t]he secretary of state shall promulgate rules in accordance with article 4 of title 24, C.R.S., as may be necessary to implement this section” concerning registration on or immediately before election day.
5. Section 1-5-504.5(1)(e), C.R.S. (2014) which authorizes the Secretary of State to promulgate rules to prescribe the form of “explanation of the procedures that govern the provision of voting assistance to electors with disabilities who require such assistance pursuant to section 1-7-111, C.R.S.

6. Section 1-7.5-104, C.R.S. (2014), which requires the county clerk and recorder to conduct a mail ballot election “under the supervision of, and subject to rules promulgated in accordance with article 4 of title 24, C.R.S., by, the secretary of state.”
7. Section 1-7.5-106, C.R.S., (2014), which requires the Secretary of State to establish procedures for and supervise the conduct of mail ballot elections, including adopting “rules governing procedures and forms necessary to implement [Article 7.5 of Title 1, C.R.S.]”
8. Section 1-8.3-105(2), C.R.S., (2014), which authorizes the Secretary of State to prescribe by rule “special procedures or requirements as may be necessary to facilitate early voting by those members of the military or military support personnel directly affected by the emergency.”
9. Section 1-8.3-113(1)(a), C.R.S. (2014), which instructs the Secretary of State to promulgate rules regarding the feasibility of electronic transmission of ballots by military and overseas voters.
10. Section 1-8.5-112, C.R.S. (2014), which requires the Secretary of State to promulgate all appropriate rules...for the purpose of ensuring the uniform application of [Article 8.5 of Title 1, C.R.S.]”