



## CANVASS BOARD POLICY

DATE APPROVED OR LAST UPDATED: February 1, 2022

SUBJECT: ELECTION CANVASS BOARD

AUTHOR: CITY AND COUNTY CLERK'S OFFICE

It shall be the policy of the City and County of Broomfield to hire, train, employ, transfer and remove members of the county canvass board as reflected in C.R.S. §1-10-101 *et seq.* ("Title 1").

### 1. PURPOSE

The purposes of this policy are to:

- Record a procedure for providing consistent application of Title 1;
- Provide framework for appointment of canvass board members and substitution of canvass board members as provided for in Title 1;
- Provide transparency to county political party chairpersons about the procedure behind the selection of canvas board members; and
- Set expectations of performance of canvass board members.

### 2. SCOPE AND APPLICABILITY

This policy is intended to apply to individuals who are appointed to serve as a "canvass board member." This policy is adopted, interpreted and applied by the City and County Clerk. Because administering elections is a community project, this policy also includes the outreach necessary to ensure clear communications paths with the county's major political parties. This policy does not apply to election judges.

### 3. DEFINITIONS

The definitions found in C.R.S. §1-1-104, as amended from time to time, shall apply when interpreting this policy, unless the context clearly requires a different interpretation.

### 4. PROCEDURES

- 4.1 Partisan election canvass board composition (minimum statutory requirements):
- Minimum legal canvass board composition is (C.R.S. §1-10-101(1)(a)):
    - One member from each of the two major political parties; and

- The City and County Clerk
- Broomfield will strive to mirror the composition of preferred partisan election canvass boards as identified in 4.2 as nearly as possible

- 4.2 Broomfield preferred partisan election canvass board composition:
- At least 15 days before each election, each major political party chairperson will appoint two canvass board members and one alternate to serve.
  - Should chairpersons need to replace a member after appointment, the procedures outlined in C.R.S. §1-10-101(1)(b) shall be followed.
  - Major political party chairpersons may appoint themselves to represent their party on the canvass board.
  - The City and County Clerk shall serve as the fifth member of the canvass board.
  - Unaffiliated voters shall not serve on the canvass board of a partisan election. However, each minor political party, whose candidate is on the ballot and each unaffiliated candidate who is on the ballot in such election may designate one watcher to observe the work of the county canvass board. (C.R.S. §1-10-101(1)(a)).

- 4.3 Broomfield coordinated (nonpartisan) canvass board composition (minimum statutory requirements):
- Minimum legal canvass board composition is (C.R.S. §1-10-202):
    - *“For any election coordinated by the county clerk and recorder, the canvass board shall be appointed in accordance with the intergovernmental agreement between the governing bodies holding the election.”*
  - Broomfield will strive to mirror the composition of preferred nonpartisan election canvass boards as identified in 4.4 as nearly as possible.

- 4.4 Broomfield preferred coordinated(nonpartisan) election canvass board composition:
- Before each election, each major political party chairperson will appoint two canvass board members and one alternate to serve.
  - Should chairpersons need to replace a member after appointment, the procedures outlined in §1-10-101(1)(b) shall be followed.
  - Major political party chairpersons may appoint themselves to represent their party on the canvass board.
  - Before each coordinated (nonpartisan) election the City and County Clerk will appoint two unaffiliated or minor party canvass board members (and one alternate member) to serve.
  - The City and County Clerk shall serve as the seventh member of the canvass board.

- 4.5 Canvass board member responsibilities:
- At least one member from each major party shall observe:
    - Logic & Accuracy pre-election test
    - Risk-Limiting Audit
  - All members, including the identified alternate shall attend the canvass of the election. Members who are unable to attend should be replaced as outlined in §1-10-101(1)(b). Attendance may be physical or virtual provided there is live communication between the members of the

canvass board.

- 4.6 Duties of the canvass board are outlined in 1-10-101.5(1). The canvass board shall:
- *(a) Reconcile the ballots cast in an election to confirm that the number of ballots counted in that election does not exceed the number of ballots cast in that election;*
  - *(b) Reconcile the ballots cast in each precinct in the county to confirm that the number of ballots cast does not exceed the number of registered electors in the precinct; and*
  - *(c) Certify the abstract of votes cast in any election and transmit the certification to the secretary of state. A majority of canvass board members' signatures shall be sufficient to certify the abstract of votes cast in any election. When unable to certify the abstract of votes by the majority of the board for any reason, the canvass board shall transmit the noncertified abstract of votes to the secretary of state along with a written report detailing the reason for noncertification.*
- 4.7 Canvass board status and oath:
- Canvass board members are not employees of Broomfield;
  - Each canvass board member shall sign an oath as outlined in C.R.S. §1-10-101(3) for partisan elections.; and C.R.S. §1-10-201(5) in nonpartisan elections.
  - Each member shall receive a daily service fee.
- 4.8 Replacement of a canvass board member §1-10-101(1)(b)
- *If for any reason an appointee to the county canvass board refuses, fails, or is unable to attend and serve as a canvass board member, the appointee shall notify the county clerk and recorder. The county clerk and recorder, by the speediest and most convenient method, shall notify the county chairperson of the political party to which the appointee belongs. The county chairperson shall forthwith appoint another person to the county canvass board. If the political party has no county chairperson or vice-chairperson or if a vacancy in the appointment occurs on the date of the meeting of the county canvass board so that there can be no specific compliance with the provisions of this section, the county clerk and recorder shall make the appointment or shall fill the vacancy as nearly in compliance with the intention of this section as possible.*
  - If a vacancy in the appointment occurs on the date of the meeting of the canvass board, the clerk will appoint the replacement from a list of alternates provided by the party chairperson, if one was provided at the time that the county political party chairperson appointed the canvass board members. The clerk will appoint alternates from the list in the order of preference. If no alternate was provided the clerk shall make the appointment or fill the vacancy as nearly in compliance with the intention of this section as possible.