

**Town of Castle Rock Election Commission**

**ELECTION COMMISSION REGULATIONS**

**(Adopted January 27, 2021)**

Pursuant to the powers vested in the Election Commission by Section 4-4 of the Castle Rock Municipal Charter, and C.R.S. Section 31-10-105, the following regulations are hereby adopted for the Castle Rock Election Commission:

**I. Officers and Terms**

- A. The Commission is a non-partisan appointed commission that has charge of certain election-related activities and duties pursuant to Section 4-4(a) of the Castle Rock Municipal Charter.
- B. The officers of the Commission shall be the chair and vice chair. In the absence of both the chair and vice chair, the members present at such meeting may designate a chair pro-tem to preside over the meeting. The chair and vice chair shall be elected by majority vote of the Commission at the first meeting held each year. Terms for officers shall be for one year.
- C. The chair shall be the executive officer of the Commission and shall preside over all meetings of the Commission, call meetings of the Commission as needed, sign documents of the Commission, cancel meetings, and see that all actions of the Commission are properly taken. The vice chair shall be empowered with the same duties and authorities as the chair in the absence of the chair.
- D. The Town Clerk shall provide necessary technical and advisory support to the Commission, and, through the Town, shall retain needed outside consultants to assist the Commission. The Town Clerk shall have all necessary powers set forth in the Town's charter and any regulations adopted by the Commission.

**II. Meeting Procedures**

- A. At least 24 hours' notice shall be given of the meeting. At a minimum, the notice shall be posted in compliance with CRS 24-6-402(2)(c) and the Town Council Resolution annually approved designating the public posting for posting notices.
- B. Meetings shall be called by the chair or vice chair, or by the Town Clerk with the concurrence of either the chair or vice chair. Commission members shall be notified by electronic mail of any meeting at least 24 hours in advance of the meeting.
- C. A majority of the members of the Commission shall constitute a quorum for the transaction of business at any meeting, provided that if less than a majority of the members are present at said meeting, a majority of the members who are present may adjourn the meeting to another time without further notice. The act of a majority of members present at a meeting at which a quorum is present shall be the act of the Commission, except for decisions on the change in district boundaries, which shall require an affirmative vote of no less than 3/4 of the Commission members in attendance, but in no event no less than three affirmative votes.

- D. Each meeting shall be recorded, and action minutes shall be prepared for review and approval by the Commission. Any written comments or materials provided to the Commission or to a Commission member by the public or by the Town staff shall be made available to all members of the Commission, and to any member of the public requesting a copy of the comments or materials.
- E. The Commission encourages the presentation of differing public viewpoints at its meetings, and will give a reasonable opportunity for public comment at each meeting. If a large number of persons desire to speak at a meeting, the Commission may establish time limits for each speaker so that, to the extent practicable, all persons desiring to speak can be accommodated.
- F. The Commission shall maintain neutrality and impartiality when considering issues related to the conduct of elections or changes to district boundaries. Members may participate in election campaigns on an individual basis, so long as they are able to maintain impartial with regard to issues before the Commission. Members shall conduct themselves according to the Town's code of conduct, Chapter 2.05 of the Castle Rock Municipal Code.
- G. The Commission may recess into executive session for the purposes of conference with the Commission's attorney for legal advice on specific legal questions. However, any such executive session shall be conducted in compliance with the Charter and ordinances of the Town and C.R.S. Section 24-4-402(4).

### **III. Redistricting**

In considering district boundary changes, the Commission shall be guided by requirements outlined in Section 4-5 of the Town Charter, along with the following:

- A. The Commission shall maintain neutrality and impartiality in considering changes to district boundaries. The Commission shall not discuss such changes except at a duly convened Commission meeting. If any person attempts to discuss district boundary changes with any Commission member outside a Commission meeting, the Commission member shall not participate in the discussion; instead, the member shall encourage the person to attend a Commission meeting and make comments there, or to provide written comments to the Commission.
- B. The Commission also keeps in mind some practical issues:
  - 1) District boundaries should be consistent with natural or man-made geographical boundaries (such as streets, parks, drainage ways, etc.) where feasible.
  - 2) Communities of interest should be preserved where possible (share a school or keep neighborhoods together).
- C. Any other requirements that the Commission must consider in accordance with constitutional requirements.
- D. In making its final decision concerning any district boundary changes, the Commission shall set forth, in writing, a summary explanation of the pertinent guidelines that were used in making the decision.

- E. A copy shall be maintained of all written materials submitted to or utilized by the Commission in making its final decision concerning any district boundary changes.
- F. The Redistricting Plan and the new District Boundaries will be presented at a Town Council meeting and updated on the Election District Map and with Douglas County Elections.

**IV. Other Regulations**

- A. In any case where the election procedure is in doubt, the Commission shall prescribe the procedure to be followed.
- B. The Commission shall provide procedures for establishing proof of residency where there is a question of residency of a person who is registered to vote. In addition, the Town Clerk will verify that Town Council Candidates are registered to vote at an address within the Town and in their District in compliance with residency requirements as outlined in Town Charter Section 2-4.
- C. The Commission shall provide for ballots or voting machines, for determination of the winner by lot in the event of a tie vote, for canvass of returns, and for issuance of appropriate certificates.
- D. The Commission shall adopt any other reasonable rules and regulations not inconsistent with the Constitution of the State of Colorado or the Charter and ordinances of the Town, as appropriate.

**NOW THEREFORE, BE IT RESOLVED BY THE ELECTION COMMISSION OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:**

**Section 1. Approval.** The Election Commission hereby adopts the Election Commission Regulations to supersede any previous Regulations adopted by the Election Commission.

**PASSED, APPROVED AND ADOPTED** this 27<sup>th</sup> day of January 2021 by the Election Commission of the Town of Castle Rock, Colorado by a vote of 5 for and 0 against.

By:

Attest



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CJ Garbo, Chair

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Lisa Anderson, Town Clerk