

1.0 APPOINTMENT TO THE CANVASS BOARD..... 2

2.0 DUTIES OF CANVASS BOARD MEMBERS..... 2

3.0 RECRUITMENT OF CANVASS BOARD APPOINTEE OR ALTERNATE..... 2

4.0 RESIGNATION OR REMOVAL OF A CANVASS BOARD MEMBER..... 3

5.0 CANVASS BOARD MEMBER LIABILITY ..... 3

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The Central Committee of the Broomfield County Democrats (BCD) has delegated to the BCD Executive Committee the authority to update and modify the Guidelines and Policies attached to the By-Laws of the Broomfield County Democratic Party for implementation of operational processes. Guidance 5.4, Canvass Board Appointments, was approved by a majority vote of the BCD Executive Committee on 12-Nov-20, and goes into effect on that date as long as Guideline 5.4 does not conflict with the most recently approved (current) Colorado Democratic Party (CDP) rules and the most recently approved (current) By-Laws of the BCD.

## **1.0 APPOINTMENT TO THE CANVASS BOARD**

- 1.1. At least fifteen (15) days before any primary, general, municipal, congressional vacancy, or special legislative election, the Chairperson of the Broomfield County Democrats shall certify to the City and County of Broomfield (CCOB) Clerk & Recorder the appointment of one or more registered electors to serve as a member of the CCOB Canvass Board representing the Broomfield County Democrats. (Reference Election Rules [8 CCR 1505-1])
- 1.2. The BCD will appoint two (2) Canvass Board members and up to two (2) alternates. The BCD shall take reasonable steps to encourage diversity of the Board.
- 1.3. Canvass Board appointees and alternates must be registered to vote in Broomfield County and be affiliated with the Democratic party. Canvass Board members are expected to commit to a minimum term of two (2) years.
- 1.4. A candidate for office and members of the candidate's immediate family may not serve on the Canvass Board. Individuals that work as election judges may not serve on the Canvass Board during the same election.

## **2.0 DUTIES OF CANVASS BOARD MEMBERS**

- 2.1. Attend all meetings, training, workshops, or other events, as required by the CCOB County Clerk & Recorder. Required events can be held either virtually or in person.
- 2.2. Account and balance the election and certify the official abstract of votes;
- 2.3. Reconcile the number of ballots counted to the number of ballots cast;
- 2.4. Reconcile the number of ballots cast to the number of voters who voted by reviewing the reconciled detailed ballot logs and Statement of Ballots. [1-10-101.5, C.R.S.]
- 2.5. Observe the post-election audit; [1-7-514(4), C.R.S.]
- 2.6. In coordination with the county clerk, investigate and report discrepancies found in the audit; [1-7-514(2), C.R.S.]
- 2.7. Conduct any recount by selecting ballots for the random test, observing the recounting of ballots, and certifying the results. [1-10.5-107, C.R.S.]
- 2.8. The canvass board may not perform duties typically reserved for election judges.

## **3.0 RECRUITMENT OF CANVASS BOARD APPOINTEE OR ALTERNATE**

- 3.1. When a vacancy occurs for a Canvass Board Member representing the BCD, the Chair of the BCD may appoint an existing alternate.
- 3.2. Should there not be an available alternate, the BCD will advertise the vacancy for either a Canvass Board member and/or alternate for a minimum of 5 calendar days to an appropriate

email list (e.g., election judge nominees, monthly email list in Action Network, etc.). Candidates will be evaluated based upon willingness to commit to a two-year term.

- 3.3. If the BCD has no Chair or Vice-Chair, or if a vacancy on the Canvass Board occurs on the date of the meeting of the Canvass Board so that there can be no specific compliance with the provisions of this section, the CCOB Clerk and Recorder shall make the appointment or shall fill the vacancy. [1-10-101 (1)(b), C.R.S.]

#### **4.0 RESIGNATION OR REMOVAL OF A CANVASS BOARD MEMBER**

- 4.1. If for any reason a BCD appointee or alternate to the Canvass Board refuses, fails, or is unable to serve, the appointee shall notify the County Clerk and Recorder and the Chair of the BCD of their resignation.
- 4.2. A BCD appointed Canvass Board member may be removed under provisions established in the current version of the By-Laws of the Broomfield County Democratic Party (Section 4.9, Removals).

#### **5.0 CANVASS BOARD MEMBER LIABILITY**

Any individual serving on a canvass board is immune from liability in any proceeding that is based on an act or omission of the individual if:

- 5.1. He or she was acting in good faith and within the scope of his or her official functions or duties as specified in this article; and
- 5.2. The violation was not caused by willful or intentional misconduct on the part of the individual. [1-10-101 (4), C.R.S.]

END