CHAPTER 19: ELECTION NIGHT REPORTING

RESULTS REPORTING

Counties must report election night results for all elections conducted under Title 1, which includes primary, general, coordinated, recall, and certain special district and school district elections. [Election Rule 11.9]

DATABASE CONFIGURATION

Election databases must be programmed so that result file exports from the voting system are in a format compliant with Election Rule 11.9.1.

PRE-ELECTION SUBMISSION DEADLINES

A data entry county must email a "zero" file to the Secretary of State at voting.systems@sos.state.co.us no later than 21 days before the election. Data entry counties may not change or alter the election database or export file, other than a situation involving withdrawn or deceased candidates, after the submission of their zero file. [Election Rule 11.9.2(a)]

A manual entry county must provide the Secretary of State with a list of ballot content no later than 21 days before the election. [Election Rule 11.9.2(b)]

No later than 14 days before the election, data entry counties must upload an LAT results file directly into their ENR module and provide the Secretary of State with a summary results report via email. The file upload and summary report must contain, at a minimum, results of a complete test deck required under Election Rule 11.3.2(c)(1), registered voters, and ballots cast totals.

ELECTION NIGHT UPLOADS

Counties may not publish tabulation results in ENR before 7 pm on election day. [Section 1-7.5-107.5, C.R.S.]

Manual entry counties must produce preliminary election results and load them into ENR once counting has completed for the day. [Election Rule 11.9.4]

Data entry counties must upload results into ENR a minimum of three times on election night. [Election Rule 11.9.4]

- No later than 8pm
  - o After the first upload of the night, counties must set areas reporting to "Partially Reported".

- At or around 9pm
- After the last upload of the night, counties must indicate that reporting is complete by changing areas reported to "Completely Reported", and by checking the "Election Night Complete" box located in the Election Details screen (🖊).

For every upload, counties must verify the accuracy of their election results, "Ballots cast" and "Registered Voters" totals before publishing. If the "Ballots Cast" and "Registered Voters" totals are inaccurate, you may manually override those figures in the Election Details screen (🖊).

Do not publish results until you have confirmed that the "Ballots Cast" and "Registered Voters" totals are accurate.

CANVASS UPLOAD

Counties must upload or produce official election results no later than close of business of the first business day after the statutory deadline for completing canvass.

The "Canvass Upload" box located in the Election Details screen (🖊) must be checked at the time of your final upload. [Election Rule 11.9.5]

English and Spanish headers must be changed from "unofficial" to "official" at the time of your final upload.

RESOURCES

For more information on Election Night Reporting, including manuals, visit *Clerk's Corner>Voting systems> Election night reporting information*. A training on election night reporting can also be found under this link.