

# Precinct Coordinator Responsibilities and Resources

## Precinct Coordinator Responsibilities:

- Recruit as many multipartisan hand counters as needed for your precinct, including potential substitutes.
- Know the best way to contact your hand count team.
- Get your team trained on the general method, either by playing the You Do Count game with them (see <http://coloradocountsarapahoe.com/Recruiting-and-Training-Materials-1/>) or by getting them signed up for a training class.
- Know about how long it takes your team to completely process 100 ballots.
- Oversee the hand count on Election Night (both the general election and the primary if needed) – more guidance to be provided closer to the event.

## Finding More Volunteers for Hand Counting

### Within the precinct (your own team)

- Households that frequently fly the American flag may be likely to help with elections and other civic duties.
- The county's list of people in your precinct (available from your county team) who voted in person in the 2024 or 2025 election may indicate people more willing to make an effort to do elections right.
- Precinct leaders in major parties are an obvious fit for helping with, or even organizing, hand counting, but be careful to keep the effort multipartisan (note that bipartisan is not the point; Colorado has many parties and many unaffiliated voters and you should encourage all of these.)
- Encourage volunteers from one party by warning them people are signing up from the opposing party.

### All precincts (help build other teams)

- Ask your own family and friends
- High school and college students who need community service hours (students are often better at hand counting than adults are)
- Homeschool groups (used to making things happen without government help often well-educated on civics and legality)
- Veterans' groups (multipartisan source of people who care about America)
- Clubs that serve the community (ditto)

## Do You Need More Space?

Each precinct should properly have its own polling station within the precinct. That may not be possible this year, but we can work toward it.

Arapahoe County has already determined [over 30 Voter Service Polling Centers \(VSPCs\)](#) that meet requirements of the Colorado Revised Statutes (CRS). However, each of these places would have to accommodate on average 12 precincts, with 10 hand counters per precinct, including tables where teams can batch, tally, and aggregate. If this doesn't sound roomy to you, from the end of February through the end of April you can suggest a location to Arapahoe County that is within your precinct.

It may be useful to point out that a polling station within the precinct is much more accessible for the disabled, as well as providing the best possible proximity to historically under-represented communities within the precinct.

From Arapahoe County: “We have several people in our elections division who vet a potential location to be used as a VSPC. Most often, they are looking for locations that are community spaces like County or Municipal owned buildings, libraries, and recreation centers. All VSPCs must meet legal requirements though which are defined in C.R.S. 1-5-102.9. We must also conduct a survey of each location to ensure it meets ADA standards. Every even year, we open a survey for residents to submit potential VSPC locations for consideration. That survey will be posted on our website, [www.ArapahoeVotes.gov](http://www.ArapahoeVotes.gov), from the end of February through the end of April. If you would like to submit a location for consideration, I'd recommend completing the survey once it is available so our elections division can review for a potential VSPC in the November General Election.”

You can be thinking of what would be a good place in your precinct that meets relevant CRS requirements below. Some of the irrelevant parts are crossed out, because the requirements wouldn't apply for an election where:

- All voters must vote in their own precinct (no need for cross-county ballots)
- Polling stations are open 7AM to 7PM on Election Day only (no need for overnight storage)
- Voter lists and ballots are on paper (no need for election machines at the polling station)

**CRS 1-5-102.9, relevant parts for a hand counted election:**

Voter service and polling centers - number required - services provided - drop-off locations - definition.

**(1)**

**(c)**

**(I)** In designating voter service and polling center locations pursuant to this subsection (1), each county clerk and recorder shall consider the following factors to address the needs of the county:

**(A)** Proximity to public transportation lines and availability of parking;

**(B)** Geographic features, such as mountain passes, that tend to affect access and convenience;

**(C)** Equitable distribution across the county so as to afford maximally convenient options for electors;

**(D)** The existence and location of population centers;

**(E)** Access for persons with disabilities;

**(F)** Use of existing voting locations that typically serve a significant number of electors;

**(G)** Use of public buildings that are known to electors in the county, especially to the extent that using such buildings results in cost savings compared to other potential locations;

**(H)** When private locations are considered or designated as voter service and polling centers in accordance with section 1-5-105 (3), methods and standards to ensure the security of voting conducted at such locations;

**(I)** Proximity to historically under-represented communities;

**(J)** If a proposed location was used in a previous election, the number of electors that used the location in the previous election and the recorded wait times at the location, or the number of electors and recorded wait times at nearby locations; and

**(K)** The need to place voter service and polling centers in population centers that had lower voter turnout in previous elections.

**(I.5)** A county clerk and recorder who requests the use of a public building that receives funding from government sources to designate as a voter service and polling center or drop box site shall be given priority over other uses of the building. The appropriate authority for the building may charge the clerk and recorder a reasonable rental fee not to exceed the usual rental rate for the building.

**(II)** In designating voter service and polling centers, a county clerk and recorder shall solicit public comments. The county clerk and recorder shall post a notice seeking public comment no later than two hundred fifty days before the election and shall accept comments through the one hundred ninetieth day before the election.

**(III)**

**(A)** A county clerk and recorder shall not designate a police station, sheriff's office, or town marshal's office as a voter service and polling center; except that a county clerk and recorder may designate as a voter service and polling center a multipurpose building that includes a police station, sheriff's office, or town marshal's office.

**(B)** A county clerk and recorder may apply to the secretary of state for a waiver of the requirements of subsection (1)(c)(III)(A) of this section. If the secretary of state finds that there is not another equivalent site for a voter service and polling center nearby, the secretary of state shall grant the waiver.

**(d)** Each county clerk and recorder shall submit the proposed voter service and polling center locations to the secretary of state as part of the election plan.

**(e)** A county clerk and recorder may designate a greater number of voter service and polling centers than the minimum required by this section.

~~**(f)** In addition to other drop box locations in the county, a county clerk and recorder may establish a drop box at places of worship in the county.~~

~~**(2)** Voter service and polling centers must be open, at a minimum, for the fifteen-day period prior to and including the day of the election as follows:~~

~~**(a)** In a county described in subsection (1)(a)(I) or (1)(a)(II) of this section:~~

~~**(I)** During the period from the fifteenth day before the election to the day before the election, voter service and polling centers must be open continuously at least from 8 a.m. to 5 p.m.; except that voter service and polling centers are not required to be open on Sundays or on the first Saturday of this period.~~

**(II)** On election day, voter service and polling centers must be open continuously from 7 a.m. to 7 p.m.

**(b)** In all other counties:

~~**(I)** During the period from the fifteenth day before the election to the day before the election, voter service and polling centers must be open during the normal business hours for the county; except that voter service and polling centers are not required to be open on Sundays or on the~~

first Saturday of this period, and must be open for at least four hours continuously on the second Saturday of this period.

(II) On election day, voter service and polling centers must be open continuously from 7 a.m. to 7 p.m.

(3) Each voter service and polling center must provide:

~~(a) The ability for an eligible elector to register to vote pursuant to section 1-2-217.7;~~

(b) The ability for an eligible elector to cast a ballot;

~~(c) The ability for an eligible elector to update his or her address pursuant to section 1-2-217.7;~~

~~(d) The ability for an eligible elector who has legally changed his or her name to have his or her name changed pursuant to section 1-2-218;~~

~~(e) The ability for an unaffiliated registered elector to affiliate with a political party and cast a ballot in a primary election;~~

~~(f) Secure computer access;~~

(g) Facilities and equipment that are compliant with the federal “Americans with Disabilities Act of 1990”, 42 U.S.C. sec. 12101 et seq., as amended;

~~(h) Direct record electronic voting machines or other voting systems accessible to electors with disabilities as provided in part 7 of article 5 of this title;~~

(i) Voting booths;

(j) Original and replacement ballots for distribution;

~~(k) Mail ballots to requesting electors, including a sufficient supply of replacement ballots or the ability to print a sufficient number of ballots on demand to provide to registered electors in the event there are technical problems accessing the centralized statewide voter registration system maintained pursuant to section 1-2-301;~~

~~(l) The ability to accept mail ballots that are deposited by electors;~~

(m) The ability of a person to cast a provisional ballot; and

~~(n) The ability of a person to obtain and return a form pursuant to section 1-7.5-107.3 (2)(a) confirming the person returned a ballot or to provide a copy of identification or a signature in accordance with section 1-2-502.5 (4)(c), 1-7.5-107 (3.5)(d), or 1-7.5-107.3 (1.5), in order to cure a ballot the person previously cast.~~