

City of Aurora
Election Commission Bylaws

Adopted: November 19, 2023

Amended: October 15, 2025

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I. Powers

The Election Commission (hereinafter known as the "Commission") shall have all the powers and perform each of the duties specified in Aurora City Charter and Aurora City Code.

II. Function and Duties

Make recommendations to City Council regarding ward boundaries as specified in City Code.

In the case of a tie vote on the election for any City office or ballot question, the Commission shall determine by lot the person(s) to be elected or the outcome of the ballot question. The Commission shall promulgate rules and regulations to establish a procedure by which such determination by lot shall be made.

Adopt additional rules and regulations as necessary to implement the procedure of recalling a public officeholder in accordance with City Charter Article IV.

Discuss and make recommendations to City Council on topics related to municipal elections.

III. Terms and Qualifications

The members of the Commission shall be qualified electors of the city of Aurora. Members shall be appointed by City Council to four-year staggered terms. During their term of office, members shall not hold any elective federal, state, county or city office, be employed by the City, or be candidates for any elective office in the City.

IV. Organization of Officers**A. Chairperson.**

A Chairperson shall be elected by a majority vote of the Commission members upon the resignation of the previous Chairperson or upon the expiration of the term of office. The member so elected shall serve as the Chairperson for the duration of their term of office.

B. Vice Chair.

A Vice Chair shall be elected by a majority vote of the Commission members at the time a new Chairperson is elected, or upon the resignation of the previous Vice Chair, or upon the expiration of the Vice Chair's term of office. The member so elected shall serve as the Vice Chair for the duration of their term.

V. Place of Meetings

Commission meetings may be held virtually or in any appropriate meeting place acceptable to the Commission within the city of Aurora.

VI. Conduct of Meetings

A. All meetings of the Commission shall be held in an orderly manner pursuant to a prescribed agenda.

B. The Commission may only meet if a quorum is present. A quorum is defined as a majority of the total number of members currently on the Commission.

- C. All meetings shall be conducted by the Chairperson, or in their absence, the Vice Chair. If the Chairperson and Vice Chair are both absent, the meetings shall be conducted by one designated as the presiding officer of the majority of the members present.
- D. Motions are approved by an affirmative vote of a majority of the members present.
- E. All meetings shall be recorded.

VII. Revision of Bylaws

The Bylaws set forth herein may be amended upon the vote of a majority of the Commission.

VIII. Casting of Lots – Elected Officials

The Commission hereby adopts the following criteria as a guide in the event that voting for one or more office results in a tie vote in a municipal election. As the City is a home rule city, the Commission would carry out the procedure of casting lots to determine the person or persons elected.

A tie vote is declared after the canvass of votes by the County Clerk(s). The "casting of lots" shall come after the automatic recount is completed by the County Clerk(s).

Sec. 1 – Time and Place

1. The "casting of lots" shall take place at a time, place and date determined only by the Commission. The procedure for "casting of lots" by the Commission shall be completed as soon as practicable after the automatic recount is completed by the County Clerk(s).
2. The City Clerk shall notify the candidates involved of the date, time and place of the "casting of lots" by the Commission.
3. Affected candidates may attend and witness the "casting of lots".
4. The Commission may request the presence of a Municipal Judge to witness this process.
5. No fewer than three (3) Commission members shall be present at the meeting for "casting of lots" to determine the person elected in a tie vote.

Sec. 2 – Procedure

1. The candidate's names will be typed on paper ready for review before insertion in the envelopes.
2. The Chairperson shall place the name of each candidate involved in the tie vote into separate sealed envelopes, which will then be placed in a container in the presence of the meeting attendees.
3. The Chairperson will designate a member of the Commission to draw one (1) envelope from the container.
4. The envelope drawn will be declared the person elected to the office.
5. The "casting of lots" by the Commission will be final.
6. Any further concern regarding the election of such candidates must be addressed through the provisions of the Colorado Municipal Election Code entitled "contests".

7. The County Clerk certifies the outcome of the "casting of lots" with the Secretary of State.

IX. Casting of Lots – Ballot Questions

The Commission hereby adopts the following criteria as a guide in the event of a tie vote on the election for any City ballot question. As the City is a home rule city, the Commission would carry out the procedure of casting lots to determine the outcome of the ballot question.

A tie vote is declared after the canvass of votes by the County Clerk(s). The "casting of lots" shall come after the automatic recount is completed by the County Clerk(s), or after City Council has requested to waive an automatic recount of a referred ballot issue or question.

Sec. 1 – Time and Place

1. The "casting of lots" shall take place at a time, place and date determined only by the Commission. The procedure for "casting of lots" by the Commission shall be completed as soon as practicable after the automatic recount is completed by the County Clerk.
2. The City Clerk shall notify the petition representatives of the date, time and place of the "casting of lots" by the Commission. If the ballot question is a referred measure, City Council shall be notified.
3. Affected petition representatives or City Council may attend and witness the "casting of lots".
4. The Commission may request the presence of a Municipal Judge to witness this process.
5. No fewer than three (3) Commission members shall be present at the meeting for "casting of lots" to determine the outcome of the ballot question.

Sec. 2 – Procedure

1. 'Yes' and 'No' will be typed on paper ready for review before insertion in the envelopes.
2. The Chairperson shall place 'Yes' and 'No' into separate sealed envelopes, which will then be placed in a container in the presence of the meeting attendees.
3. The Chairperson will designate a member of the Commission to draw one (1) envelope from the container.
4. The envelope drawn will be declared the outcome of the ballot question.
5. The "casting of lots" by the Commission will be final.
6. Any further concern regarding the election of such candidates must be addressed through the provisions of the Colorado Municipal Election Code entitled "contests".
7. The County Clerk certifies the outcome of the "casting of lots" with the Secretary of State.

Approved as Amended:

Molly K. Bennett

Chairperson, City of Aurora Election Commission

11/2/2025

Date

Approved as to Form:

Kadee Rodriguez

Kadee Rodriguez, City Clerk

10/30/2025

Date