

NON-CODE ORDINANCE

CITY OF \_\_\_\_\_, ALASKA

**NON-CODE ORDINANCE NO. \_\_\_\_\_**

**A NON-CODE ORDINANCE TEMPORARILY AMENDING THE MUNICIPALITY’S ELECTION CODE TO ALLOW FOR ABSENTEE VOTING BY-MAIL IN RESPONSE TO THE CORONAVIRUS DISEASE 2019 (COVID-19).**

BE IT ENACTED BY THE COUNCIL OF THE CITY OF \_\_\_\_\_ :

**Section 1. Classification.**

This is a non-code emergency ordinance.

**Section 2. Absentee Voting By-Mail.**

A. A qualified voter may apply to vote by mail to the clerk for an absentee ballot. The application shall include space for the applicant’s residence address, ballot mailing address, phone number, certificate of residency, and space for the applicant’s signature. Husband and wife may use one application but Alaska law requires that each must sign. The clerk may require a voter casting an absentee ballot by mail to provide proof of identification or other information to aid in the establishment of his/her identity.

B. An application for an absentee ballot by-mail must be received by the clerk at least \_\_\_\_\_ days prior to the day of the election.

C. After receipt of an application, the clerk shall send the absentee ballot and other absentee voting materials to the applicant as soon as they are ready for distribution. The return envelope sent with the materials shall be pre-addressed to the clerk, and include pre-paid postage.

D. Upon receipt of an absentee ballot by mail, the voter, in the presence of a notary public; commissioned officer of the armed forces, including the National Guard; district judge or magistrate; United States postal official; or other person qualified to administer an oath, may proceed to mark the ballot in secret, to place the ballot in the small plain envelope, to place the small envelope in the larger envelope in the presence of an official, and shall date his/her signature. If none of the officials listed in this subsection are reasonably accessible, an absentee voter shall have the ballot witnessed by two persons over the age of eighteen.

E. To be counted in the election, an absentee ballot must be postmarked by midnight of the day of the election, and received by the clerk before the date and hour of the canvass. Ballot envelopes received after that time shall not be opened but shall be marked “invalid” with the date and hour of receipt noted and kept on file with the other election materials.

F. The clerk shall maintain a list of the name of each voter to whom an absentee ballot is sent by mail. The record must list the date on which the ballot is mailed and the address the applicant requested the ballot to be mailed.

G. The clerk shall supply the election judges a list of voters who have requested their ballot by mail. If an absentee voter returns to his voting precinct on the day of the election, he will not be allowed to vote until he surrenders the ballot. The election judges shall return the unused ballot to the clerk. If the voter is unable to locate his ballot, the election judges may issue a questioned ballot.

**Section 3. Effective Date.**

This act is effective on adoption, and expires on the day the election is certified.

First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

PASSED and ADOPTED by the Council of the City of \_\_\_\_\_ on  
\_\_\_\_\_, 2020.

SEAL:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk