

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 IN-PERSON ALSO KNOWN AS “EARLY VOTING” 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 ordinance.

**Section 2. Absentee Voting In-Person Procedures.**

- A. A qualified voter may vote absentee in-person at city hall during regular office hours starting on the \_\_\_\_\_ day before the election, up to and including the day before the election.
- B. The voter shall sign the absentee in-person register.
- C. The voter shall complete the absentee in-person oath and affidavit.
- D. The voter shall be given his or her ballot, and a plain envelope.
- E. On receipt of the ballot and plain envelope, the voter shall proceed to mark the ballot in secret. The voter is instructed to place their voted ballot into the plain envelope provided, and then place it into their absentee in-person ballot envelope. If the oath and affidavit is not printed on the outside of the absentee in-person ballot envelope, it is included with the plain envelope containing the voted ballot.
- F. The absentee in-person ballot envelope shall be sealed and dropped in the ballot box or given to the election official to be stored unopened in a secure location until the ballot is reviewed and processed by the canvass board.
- G. The election official may not accept a marked ballot that has been exhibited by an absentee voter with intent to influence other voters.
- H. If the voter improperly marks or otherwise damages a ballot, the voter may request, and the election official shall provide, another ballot up to a maximum of three. Improperly marked or damaged ballots shall be destroyed. The numbers of all ballots destroyed shall be noted on the ballot statement.
- I. The clerk shall keep a record of the names and signatures of the voters who cast absentee ballots in person, and the dates on which the ballots were cast.

**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

DRAFT

# ABSENTEE VOTING IN-PERSON PROCEDURES

## “EARLY VOTING”

### Procedures.

The following are general procedures for absentee voting in-person, and serve as preliminary guidance only.

- Voter signs the absentee in-person register.
- Voter completes their portion of the oath and affidavit. (The oath is sometimes printed on the absentee in-person ballot envelope.)
- Voter is given a ballot and plain envelope.
- Voter is instructed to place voted ballot into the plain envelope and seal it for secrecy.
- Voter puts the plain envelope into their absentee in-person ballot envelope.
- Election official completes their portion of the oath and affidavit.
- Absentee in-person ballot envelope is sealed and dropped in the ballot box or given to the election official to be stored unopened in a secure location until the ballot is reviewed and processed by the canvass board.

### Preparations.

The following is a suggested list of materials needed for absentee voting in-person, and serves as preliminary guidance only. The forms provided are examples to help clerks understand the process better.

- Absentee In-Person Register
- Absentee In-Person Oath & Affidavit
- Plain Envelope
- Absentee In-Person Ballot Envelope (It will need to be bigger than the plain envelope.)
- Voting Booth
- Ballot Box
- Pencils, etc.
- Copy of Ordinance

## Coronavirus Disease 2019 (COVID-19) & Voting.

The Division of Community & Regional Affairs (DCRA) encourages clerks to review the “Recommendations for Election Polling Locations” publication - an interim guidance written by the Centers for Disease Control and Prevention (CDC) specific to elections and COVID-19.

The publication includes a list of recommendations for the following:

- Actions for Election Officials in Advance of Election Day.
- Preventative Actions Polling Workers Can Take.
- Preventative Actions Polling Station Workers Can Take for Themselves and the General Public.

Please refer to the [CDC Website](#) for more information.

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# ABSENTEE IN-PERSON REGISTER

COPY FOR MORE PAGES

	PRINTED NAME (First, MI, Last)	SIGNATURE	DATE	ONE IDENTIFIER (Last 4 digits of SSN, Voter#, ADL# or Birth Date)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

\_\_\_\_\_  
ELECTION WORKER SIGNATURE

\_\_\_\_\_  
DATE

# ABSENTEE IN-PERSON OATH & AFFIDAVIT

*To be completed by Voter.*

I, _____, state that,	
“I am a resident of and a registered voter in the City of _____, Alaska and I hereby enclose my ballot.”	
_____	_____
Signature of Voter	Date

*To be completed by Election Official.*

SUBSCRIBED and SWORN to before me, this _____ day of _____, 2020.	
I hereby certify that the above-named affiant appeared before me, and voted a ballot in my presence without allowing me or any other person to see how the ballot was marked, enclosed and sealed the ballot in a plain envelope, and then enclosed and sealed the ballot envelope in this return envelope, handed me this return envelope sealed, and signed the foregoing affidavit.	
_____	_____
Signature of Election Official	Title

*The plain envelope serves as a secrecy sleeve for the voted ballot.*

# **PLAIN ENVELOPE**

*Option 1: Absentee Oath & Affidavit Not Printed on Envelope. The oath will need to be placed inside along with the envelope containing the voted ballot.*

# **ABSENTEE IN-PERSON BALLOT ENVELOPE**



# ABSENTEE IN-PERSON BALLOT ENVELOPE

To be completed by Voter.

I, \_\_\_\_\_, state that,

“I am a resident of and a registered voter in the City of \_\_\_\_\_, Alaska  
and I hereby enclose my ballot.”

\_\_\_\_\_  
Signature of Voter

\_\_\_\_\_  
Date

To be completed by Election Official.

SUBSCRIBED and SWORN to before me, this \_\_\_\_\_ day of  
\_\_\_\_\_, 2020.

I hereby certify that the above-named affiant appeared before me, and voted a ballot in  
my presence without allowing me or any other person to see how the ballot was  
marked, enclosed and sealed the ballot in a plain envelope, and then enclosed and  
sealed the ballot envelope in this return envelope, handed me this return envelope  
sealed, and signed the foregoing affidavit.

\_\_\_\_\_  
Signature of Election Official

\_\_\_\_\_  
Title