

Local Government Information Tutorial

Day of the Municipal Election



Trisha Sullivan, Local Government Specialist

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

LeGIT
7/17/2025

LGIT Calendar for July & August

Date	Topic	Presenter
July 17, 2025	Day of the Municipal Election	Trisha Sullivan
July 24, 2025	Days After the Election	Sonya Pevan
July 31, 2025	No LeGIT Today!	N/A
August 7, 2025	No LeGIT Today!	N/A
August 14, 2025	Boards & Commissions (Planning)	Rebecca Rein
August 21, 2025	Planning & Zoning (Planning)	Rebecca Rein
August 28, 2025	Election Check-In	Sonya Pevan



LGIT Calendar July & August

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Disclaimer



AS 29.26.010(a). Administration – The **governing body** shall prescribe the rules for conducting an election.

Your city's code should give directions on all pre-, day-of, and post-election requirements.



Presentation Overview

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Setting Up

Running the Elections

Closing the Polls

Possible Issues & Solutions



Presentation Overview

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Setting Up

- AS 29.26.040. Date of regular election
- Clerk should set up the night before with the assistance of election workers. (AS 29.20.380(a)(7)).
- Arrange all supplies, making sure they are ready.
- Ensure all necessary notices and voter instructions are posted.
- Issue precinct key/ballots to the election chair (if applicable).



Setting Up

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Setting Up

Sample Election Worker Oath of Office

“I, _____, do solemnly swear or affirm
that I will honestly and faithfully perform
the duties of an election judge. All of this
I will perform to the best of my
ability.”

All election judges sign an oath.



Setting Up

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Running the Election

- Voters: (AS 29.26.050 – Voter qualification)
 - Check voter registration list.
 - If eligible, voter will sign registration list, get the ballot, and vote.
 - If not eligible, voter may vote questioned ballot.



Running the Election

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Ballot Box

Ensure integrity of the ballot box at all times!



Running the Election

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Closing the Polls



- Announce closing in 15 minutes
- What if there is a line?
- Ballot tallying



Closing the Polls

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Closing the Polls

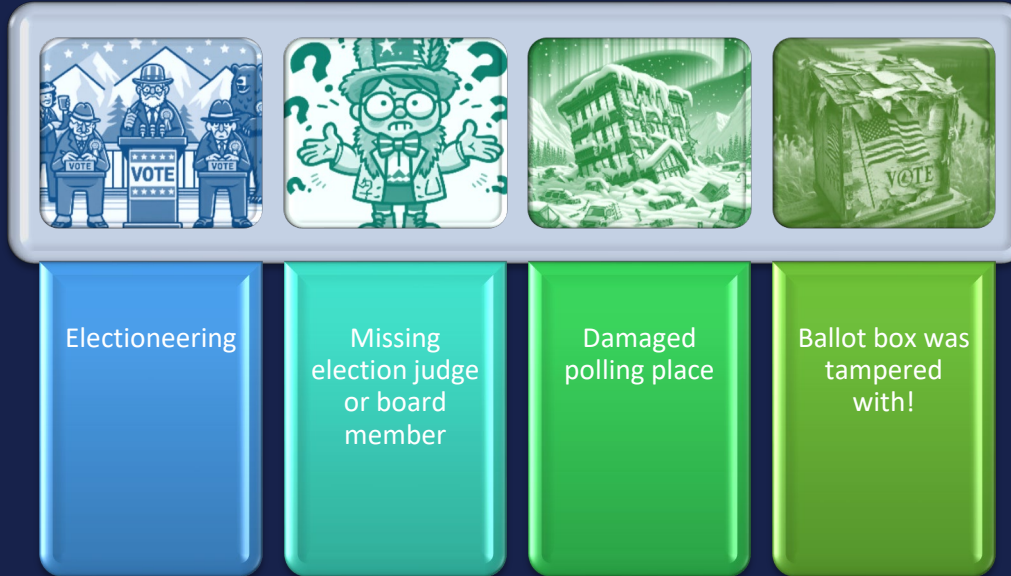
- Elections workers also complete a ballot tally form. Guidelines for tallying (counting) ballots include:
 - A voter may mark the ballot with an 'X', check, or other mark.
 - The mark must be inside or touching the square.
 - Improper marks must not be counted.
 - If a voter marks fewer names than there are persons to be elected, the marks will count.
 - If a voter marks more names than there are persons to be elected, the marks in that section of the ballot will not be counted.
 - An erasure or correction invalidates that section of the ballot.



Closing the Polls

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Possible Issues & Solutions



Possible Issues & Solutions

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Electioneering

Electioneering: Electioneering is an act that is meant to persuade voters to vote in a particular way. It is against the law for electioneering to take place within the polling place location or within 200 feet from any entrance to a polling place. Usually, most electioneering is innocent (for example, the voter forgot they had a bumper sticker on the car) and can be handled by the election board easily.

Solutions: The election board will make sure that there is no electioneering occurring within the 200 feet. If electioneering occurs, the entire election may have to be redone.



Possible Issues & Solutions

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Election Judges

Missing Election Judge or Board Member or unable to get the required numbers: On election day, if one of the election judges or board members is missing for any reason, the clerk will need to find a substitute immediately. This is also applicable if the clerk is unable to find enough election judges.

Solution: Recruit a substitute as soon as possible. If possible, find a person with prior experience. Otherwise, recruit any qualified voter. Try to avoid possible conflicting situations.



Possible Issues & Solutions

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Polling Place

Polling place is destroyed or unusable: Weather in Alaska can be extreme, which may lead to damage of the polling place.

Solution: Notify the community and others of a polling place change. Post a notice of the change at the original polling place. If a school, public building, church, or even a private home is an appropriate substitute, ask permission to set up the polls and inform the Division of Elections.



Possible Issues & Solutions

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Ballot Box

Ballot box has been tampered with: If there has been any suspicion, knowledge, or even visual damage done to the box, the entire election will need to be redone.

Solution: The clerk needs to make sure that the ballot box is protected, and the integrity of the election remains intact.



Possible Issues & Solutions

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Local Government Resource Desk

ResourceDesk@alaska.gov

<https://www.commerce.alaska.gov/web/dcra/LocalGovernmentResourceDesk.aspx>



Find your Local Government Specialist

<https://dced.maps.arcgis.com/apps/webappviewer/index.html?id=39d62deddd2b49c3b9a1aff48ffcaa76>



Division of Community and Regional Affairs

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Thank you!



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