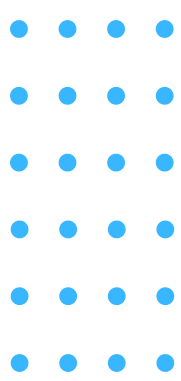# REGULAR ELECTION CALENDAR CHECKLIST
Abbreviated

JUNE

Update annual election files, forms, manuals and election calendar.

Reply to email from APOC requesting election information.

Contact your Local Government Specialist with any questions.

Prepare new absentee by-mail ballot request and information for persons requesting an absentee ballot. A person can apply for an absentee by-mail ballot after January 1st of each year for that calendar year. (enter code citation)

Populate website with newly revised election forms.

Inventory and order election supplies/forms.

Contact polling places to ensure the use of the facility.

Contact ballot programmer and printer to notify them of election and filing period dates and to make arrangements for ballot/memory card delivery for city precincts and review board use for testing and counting

Review code to confirm all election notices that are required. DRAFT notices, set reminders.

Notify elected officials of the deadline for ballot propositions via the clerk's report. Continue to remind them until the period closes.

Update and prepare candidate filing forms and nomination petition packets. (include Financial Disclosure forms and information on political sign posting, if required).
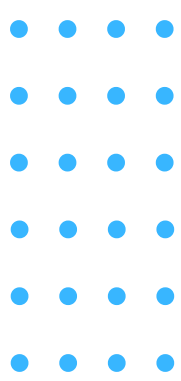
Create EAQ Database

Mail election cards and keys to vendor and complete ballot formatting (electronic voting tabulation only)

REGULAR ELECTION CALENDAR CHECKLIST
Abbreviated

JULY

Reach out to Election Officials to determine interest in working (provide application).

Declaration of Candidacy packets become available to the public and provided on the website.

Prepare Resolution or Action Memorandum to confirm Election Officials/Judges

AUGUST

Draft Notice of Election.

Candidate Filing period opens, continue to update candidate list as certified.

Deadline for propositions, send proposition Yupik translator for translation of sample ballot tools.

Candidate filing period closes — post final candidate list

Write in candidates opens

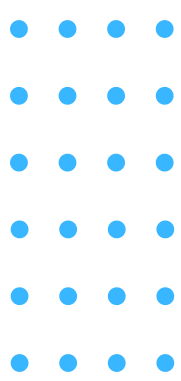Finalize ballots — if using vendor email ballot order to vendors.

Email APOC final candidate list

REGULAR ELECTION CALENDAR CHECKLIST
Abbreviated

SEPTEMBER

Notice of Election posted in three locations around town and put on the City's website. 30 Days before the election Deadline for voter registration.

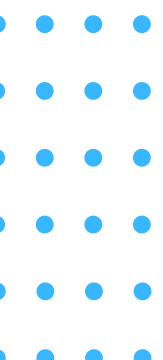Order precinct register from DOE with a 30-day voter registration cut off. (election day)

Order voter list from DOE with a 30-day voter registration cut off (Canvass Board)

Council confirms Election Officials/Judges

Reminder to Election Officials
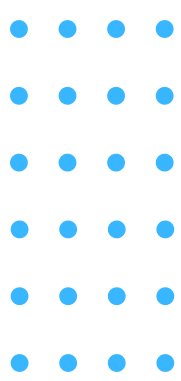
Finalize absentee voting supplies

Draft and distribute electioneering memo to city staff and elected officials. If the incumbents are on the ballot, remove pictures from chambers.

REGULAR ELECTION CALENDAR CHECKLIST
Abbreviated

OCTOBER

Update absentee list

Prepare polling location for election day.

Election day October 7 — polls are open from (review code).

Update the results spreadsheet with number of absentee voting(by-mail, in person, special needs).

Confirm Canvass Board supplies are ready.

Deadline for absentee by mail ballots.

Give Election Officials timesheets to payroll (if applicable)

Canvass Board Meets

Council Meets to certify election

Notify candidates of results

Swear in newly elected officials

Collect items from outgoing elected officials (if applicable)

Send election certification to DCRA and APOC

Submit voter registers to DOE

Update website/ Order New Nameplates

Update Elected Officials spreadsheet

Provide Newly Elected Official Training

REGULAR ELECTION CALENDAR CHECKLIST
Abbreviated

NOVEMBER

Destroy ballots

File and archive election records.

Follow up with DOE to receive voter registers back

Draft Election Schedule for upcoming year.