PLAIN ENGLISH GUIDE TO ELECTIONS

RURAL UTILITY BUSINESS ADVISOR PROGRAM (RUBA)

2013

MAILING ADDRESS:

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Upon request, this report will be made available in large print or other accessible formats.

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MUNICIPAL ELECTIONS FOR RURAL ALASKA CLERKS

State law AS 29.20.380 provides that the municipal clerk shall "administer all municipal elections." The clerk acts as the supervisor of elections and organizes and runs the election. This course focuses on the responsibilities of a municipal clerk as related to conducting municipal elections. Tribal election procedures vary from one community to another and are governed by the constitution and bylaws of the tribe; however, many of the municipal election procedures may be adapted for tribal elections.

Municipal elections typically take place once a year on the first Tuesday in October. There are other municipal elections that can take place at other times during the year such as special elections, runoff elections, and local option elections. Regular elections may include ballot measures in addition to election of council members. Check local ordinances to determine the date of regular elections for your municipality.

The Alaska constitution and state statutes allow local governments a great deal of flexibility in how elections are conducted. State law does, however, require that a governing body prescribe rules for conducting an election (AS 29.26.010). Your municipality should have an elections ordinance that establishes the basic guidelines for holding local elections. The elections ordinance usually establishes: candidates qualifications; voter qualifications; duties of the clerk, election judges (hereafter referred to as election workers), and canvass board; nomination procedures for candidates; requirements for notice of elections, election equipment, and ballots; election procedures; absentee voting procedures; procedures for compiling election results and certifying elections; procedures for contesting elections; and any other rules and procedures regarding local elections. The election is non-partisan: this means candidates for the governing body are not running as representatives of a political party.

To conduct a successful election, the clerk should be aware of specific duties regarding the election as prescribed by your local ordinances for your specific election procedures, Alaska Statutes Title 29 (Municipal Government) and Title 15 (Election Code).

VOTER REGISTRATION/QUALIFICATION

In order for a voter to have his or her ballot count in any election, Alaska law (AS 15.05.010 – 15.07.200 and AS 29.26.050) requires that person to register to vote at least 30 days prior to the election in the jurisdiction in which the person seeks to vote. The Division of Elections conducts voter registration on a statewide level through each of its regional offices.

As a municipal clerk, you may assist the regional elections offices with voter registration in your community. Even though it may not be the clerk's responsibility to register voters, the clerk should be able to provide local residents with the information they need regarding voter registration. If you have not previously assisted with voter registration, contact the regional election supervisor for your area to obtain a registration handbook, materials, and instructions.

Voter registration forms are also available online at the State of Alaska's Division of Elections website. Voters can submit the forms online or fill out these forms and mail them in to the Division of Elections with proof of identification.

A person may register to vote if that person is:

- a citizen of the United States;
- at least 18 years old or will be 18 years of age within 90 days of registering to vote;
- a resident of Alaska;
- not a convicted felon, unless unconditionally released;
- not registered to vote in another state or cancels the registration in another state when completing an Alaska registration application.

When registering voters, it is important to encourage voters to complete the entire voter registration application. Alaska law requires voters to provide a complete physical description of their residence address, which includes a house number or mile marker and street name. If a voter lives in a community without house numbers, or street names – they should provide a brief description of their residence location. Voters are assigned to a voting district and precinct based on the residence address information they provided. Registration applications will not be processed without a valid residence address.

The voter completes the registration application to the best of their ability and provides identification when registering to vote. You verify, with your signature, that the person is who he or she claims to be. If the applicant does not have identification, make a note "No Identification Provided" at the bottom of the application.

Completed applications should be submitted to the appropriate regional elections office within five days. Once the application is processed, the voter will be sent a voter ID card. Only those voters who registered at least 30 days prior to the election will appear on precinct registers.

VOTER LISTS

The Division of Elections can provide you with voter lists for municipal use. A voter list is an alphabetical listing of registered voters. It does not contain a voter signature block, therefore, cannot be used as a precinct register for your election. A voter list contains the names of voters who have registered up to the day the list prints. It shows the voter's residence and mailing address, party affiliation, district, and precinct assignment and voter history. Voter lists are provided to municipal clerks at no charge and can be used for verifying petition signatures and to determine voter eligibility. Voter lists are available in printed and electronic form.

When requesting a voter list, you will need to indicate whether your list will be for 'public' or 'municipal only' use. A 'municipal only' use list may not be viewed by the public. A 'public' list will not contain the residence addresses of those voters that have indicated their residence address be kept confidential.

Voter lists and precinct registers are two different reports.

If you need a list of eligible voters for use at the polls on election day, request a "precinct register". If you simply want to know who is registered in your community, request a "voter list".

PRECINCT REGISTER

The State of Alaska, Division of Elections maintains a list of persons registered to vote by precinct. This list is referred to as the precinct register. The precinct register is used on Election Day and includes a space for each registered voter to sign his or her name. Only those voters who register 30 days prior to the election will appear on the precinct registers. For your regular municipal election, the Division of Elections will automatically send you a precinct register; it is good practice to contact the Division of Elections for an estimated date of arrival. You will receive your municipal register one – two weeks before the election. Precinct registers are for municipal use only. They contain confidential information (voter ID numbers and residence addresses) and should not be copied.

If you are conducting a special election, you will need to notify the Division of Elections for your area as soon as possible to get a new precinct register. You need a new precinct register for each election. Please do not wait to contact the Division of Elections the day before your election to request a precinct register. Time is required to print the register and mail it to you.

The Division of Elections prints precinct registers to include only those voters in your municipal boundaries. If you notice any residence addresses on your precinct register that are outside of your municipal boundaries, notify the Division of Elections.

REMOVING VOTER FROM PRECINCT REGISTERS

Many municipal clerks contact the Division of Elections after they receive their precinct registers to notify the division of residents who may have moved. The Division of Elections can only change a voter's residence address at that voter's request in writing. The voter may request a change of address by either completing a new registration application or sending a written request to the regional elections office. Do not make any address corrections or other notes on the precinct register.

If a voter is deceased, contact the Division of Elections in writing, fill out a notification of death form (X-48), or ask a family member of the deceased voter to contact the Division of Elections office. Once a month, the Division of Elections receives a listing from the Bureau of Vital Statistics of all the people who have died in Alaska, and for which a death certificate has been issued. The record of a deceased voter will only be inactivated if the Division of Elections can verify the voter is deceased. Clerks may also submit to the Division of Elections copies of obituaries from the newspaper.

PRECLEARANCE

The Federal Voting Rights Act is a federal law passed in 1965 by the U.S. Congress to end practices that prevented minority groups from voting. The Federal Voting Rights Act requires the Department of Justice to review proposed changes in voter qualifications, standards, practices, or procedures before they are put into practice. This is called preclearance. Unless the Department of Justice (DOJ) approves or "preclears" the change, the results of an election can be thrown out.

Note that preclearance does not apply to tribes or nonprofit organizations.

The clerk should become familiar with the Federal Voting Rights Act and keep current with any changes in the act. The clerk is responsible for submitting pre-clearance requests for all changes in election procedures, ordinances, and practices initiated by the municipality for municipal elections.

To request preclearance, send a letter to the U.S. Department of Justice describing the change(s) in the election process. The letter should offer evidence that the change(s) will not deny or interfere with the voting rights of any person on account of race or membership in a language minority group. Preclearance usually takes 60-90 days. However, faster (expedited) preclearance can be requested if you do not want to wait 60-90 days. For example, if your local ordinance does not allow for a runoff election, you may request expedited preclearance. Past experience of many clerks has proven that requesting expedited service is no guarantee it will happen.

Three of the more common reasons for requesting preclearance in rural Alaska are:

- change in the location of the polling place
- change in the election date
- Local Option election
- conducting a special election

Other changes that require preclearance include:

- qualifications or eligibility for voting
- registration, balloting or the counting of votes
- use of a language other than English in any election process
- boundaries of a voting area (through redistricting, annexation, de-annexation, incorporation, reapportionment, changing to at-large elections from district elections, or vice versa)
- eligibility of persons to become or remain candidates
- eligibility and qualification procedures for independent candidates
- term of an elective office or an elected official
- necessity of or methods for offering issues and propositions for approval by referendum
- the right or ability of persons to participate in political campaigns

If DOJ does not respond at the end of the 60 day period, the change is considered "precleared" and may be enforced.

All mail to the Voting Section must have the full address listed below:

Chief, Voting Section
Civil Rights Division
Room 7254 - NWB
Department of Justice
950 Pennsylvania Ave., N.W.
Washington, DC 20530

Deliveries by overnight express service such as Airborne, DHL, Federal Express or UPS should be addressed to:

Chief, Voting Section
Civil Rights Division
Room 7254 - NWB
Department of Justice
1800 G St., N.W.
Washington, DC 20006

Additional information about preclearance can be obtained from the DOJ website and by contacting your Local Government Specialist.

Polling Places and Voting Equipment

The Division of Elections establishes polling places that are used for both municipal and state elections (AS 15.10.020). If you have a problem with your polling place, or anticipate a problem, contact the Division of Elections. Preclearance must be submitted by the division before a polling place can be changed.

If the polling site experiences frozen pipes or other such problems making it unusable at the last minute, with the approval of the Division of Elections, you may select a new polling place on an emergency basis for election day. Once you select a new location, post notices of the change on the original site, and at other public notice locations in town.

If a polling place is permanently changed, the Division of Elections notifies the voters of the change. If the polling place change is temporary for a municipal election only, then it is the clerk's responsibility to notify voters of the change.

The Division of Elections supplies polling place equipment. This equipment could include voting booths, ballot boxes, or other equipment. This equipment is usually stored in the polling place or at another central location.

The clerk is responsible for notifying the Division of Elections of the location of this equipment and to verify that the equipment is in good condition prior to every election. If you are unable to locate the provided equipment please request replacements from the Division of Elections as soon as possible. It is also possible to use any locking ballot box.

CALENDAR

Proper planning will help you have a smooth election. You should identify required election activities and the corresponding deadlines. An election calendar notes important dates throughout the election process and helps ensure compliance with election ordinances and other applicable laws.

Here are a few ideas to include in your calendar:

- Deadline for candidacy filings.
- Deadline for candidate to withdraw from ballot.
- Deadline for adopting ordinances for ballot measures.
- Date for preparing, approving and printing of ballots.
- Date for appointing and approving election workers.
- Voter registration deadline.
- Date to check that precinct register has arrived.
- Dates for preparing absentee voting material.
- Date for preparing and posting notice of election.
- Date for preparing precinct supplies.
- Date of election.
- Date to post notice of canvass board meeting.
- Date for canvass board to review and count ballots.
- Date election is to be certified.

Based on your local ordinance, select the day the election is to be held. Then, incorporate the following duties into your calendar.

The following mentioned calendar dates are based upon the minimum time and it is recommended to change your local ordinances and calendar to provide for the maximum amount of time to complete the tasks. Your local ordinances may already establish time frames for these activities – be sure they conform to the minimums and initiate changes if they fail to meet the minimum standards. For instance, the absentee voting process requires a lot of work to be done in only a few weeks, by extending the absentee voting period, it provides the clerk and voter additional time to request, fill out, and return by mail, the ballot.

90 days before the election

- Provide absentee by-mail request form
- Review election timetable/task sheet
- Review election ordinance
- Determine if preclearance is needed
- Meet with mayor/council to discuss concerns
- Determine which seats are up for election
- Inform any elected official of when their term is to expire
- Prepare declaration of candidacy packets
- Publish notice of offices to be filled

60 days before the election

- First reading of ballot initiative ordinance
- Order voter list from the Division of Elections and post notice to register to vote
- Identify possible registered voters to be election workers, prepare written resolution for council
- Last day to submit changes in election practices to U.S. Dept. of Justice for preclearance

50 days before the election

- Governing body passes resolution to appoint election workers

45 days before the election

- Accept nominations or declarations of candidacy
- Public hearing and adoption ballot ordinance

30 days before the election

- Post Notice of Election

20 days before the election

- Under state law this is the last chance to post notice of election and be in compliance with the law
- The last day to accept nominations or declaration of candidacy or withdraw candidacy
- Prepare ballots

14 Days before the election

- Start absentee in-person voting
- If local ordinances allow, mail out absentee by-mail ballots with instructions

10 days before the election

- Publish or post sample ballots and locations of precinct polling places

5 days before the election

- Conduct training for election workers
- Post notice of canvass board meeting/council certification meeting

1 day before the election

- Make sure everything is ready - supplies, election workers, booths, etc.
- Be sure voting location access is secured

Day of election

- Open polls
- Have the election workers sign oath of office
- Issue ballots to election workers and obtain completed Receipt of Ballot form
- Close polls
- Receive preliminary election results signed by election workers

1 day after the election

- Post unofficial election results
- Re-post notice of canvass board meeting and last date to contest the election
- Research eligibility of voters who voted challenged/questioned/absentee voting ballots with the Division of Elections

3 days after the election

- Last day to accept contest of election or recount request
- Canvass board meets first Friday after the election to canvass the results
- Canvass board determines eligibility of challenged/questioned/absentee voting and counts the votes if appropriate
- Governing body certifies the election
- Post official election results (certificate of election)

6 days after election

- Governing body meets to swear in new members and reorganize

8 days after election

- Inform voters whose vote was not counted
- Prepare for runoff election, if needed

13 days after election

- Last day for judicial appeal, 10 days after election certification

30 days after election

- Send list of elected officials to Alaska Public Offices Commission (APOC) and DCCED
- Send signed precinct register to Division of Elections

33 days after election

- Destroy ballots 30 days after election certification

Notice of Candidacy

Each municipality establishes the timing for publishing or posting notices about candidacy. The notice is meant to inform interested persons of what seats will appear on the ballot and what the candidate qualifications are. Here are a few suggestions to include in your notice:

- What seats are to be filled
- First date to accept candidate filing
- Last date to accept candidate filing
- Where to file candidate application
- Candidate qualifications/requirements
- Information about conflict of interest and campaign disclosure forms required by APOC
- Requirements for candidacy statements or nominating petitions.

To be a qualified candidate, a person must be a registered voter within the municipality. A municipality, by ordinance, may establish residency requirements of longer than 30 days, but the Alaska Supreme Court upheld a Kenai court case which decided the three-year residency authorized in statutes (AS 29.20.140b) was excessive [Peloza v Freas (871 P.2d687 (Alaska 1994)].

Miscellaneous Notices

You may choose to prepare additional notices. Other types of notices include information about absentee voting, assistance available to voters, and/or the voter registration deadline to vote in your municipal election. Some of those items may be included in the general election notice. Sample notices are included in the appendix.

Notice of Election

A notice of election is a public notice required by law to inform the voters about the upcoming election. Failure to properly post-election notices can invalidate election results, require the municipality to hold another election, and result in expensive legal problems.
The clerk prepares the notice of election. It should include the following information:

- Date of the election
- Type of election; regular or special
- Purpose of the election:
    - Description of seats to be filled
    - Propositions to be placed on the ballot
- Polling locations (Note: For those municipalities with more than one precinct, specify the precinct and the location of the polls in the precinct.)
- Hours the polls are open
- List of voter qualifications
- How to obtain an absentee ballot.

Under state law (AS 29.26.030) the election notice must be posted at least 20 days (longer if local ordinance requires) before the date of the election, in at least three public places, such as the municipal office (this is mandatory), the school, the post office, the store, or wherever your ordinance might require. It is important for you to document the type of notice given and when the notice was posted for each election. Sign your name and date when you post the notice. The election notice should also be published in the local newspaper (if one is available). If the election notice is posted in a newspaper, the newspaper can provide a certification of notice. The notice can also be published on your municipal website.

FILING FOR SEATS

A citizen can become a candidate by following either one of two procedures specified in AS 29.26.020, the declaration of candidacy procedure or the nominating petition procedure. Since a municipality may provide that either or both processes can be used, you should follow your local election ordinances.

Most municipalities establish by ordinance that nominations are made by the **declaration of candidacy** method. A registered voter declares intent to run for a particular seat or term of office. The clerk makes the declaration of candidacy forms available to interested persons; these forms must be completed and returned to the clerk by the candidate in accordance with local election law. A declaration of candidacy form usually includes information about where and when to file, a space to fill in the office sought, a space for the candidate's name (as it should appear on the ballot), and spaces for the candidate's name, address, phone number, email and signature. The clerk checks to see that all forms are complete and that all candidates meet eligibility requirements. The clerk then prepares a final list of eligible candidates whose names will appear on the ballot.

Local ordinance may establish that a person can become a candidate under the **nominating petition** method. In this case the candidate must file a petition with the signatures of a specified number of registered voters as prescribed by local ordinance. At least ten registered voters need to sign the form and more signatures are recommended (AS 29.26.020(a)). The clerk then determines eligibility of the signatures by comparing them to the voter registration list. A nominating petition form usually includes a space to fill in which council seat they wish to run for; the term of the seat (generally a three year term), information on the number of signatures required, who is eligible to sign, where to file, and the deadline for filing; and a space for the candidate's name, address, phone number, email and signature. Some petition forms also have a statement for the candidate to sign in which he or she agrees to serve if elected.

After the candidacy period has closed a qualified voter can also declare themselves a write-in candidate. A write-in candidate simply informs the public of their desire to be elected and asks for voters to write their name on the ballot.

ALASKA PUBLIC OFFICES COMMISSION – APOC

APOC was created in 1974 in response to the backlash caused by Watergate. The purpose is to encourage the public's confidence in their elected officials. There are four laws they administer, Campaign Disclosure (AS 15.13), Public Officials Financial Disclosure (AS 39.50), Lobbying Law (AS 24.45), and Legislative Financial Disclosure (AS 24.60). As a clerk you will become familiar with the first two.

CAMPAIGN DISCLOSURE STATEMENTS

The state's campaign disclosure law applies to municipalities with more than 1,000 residents, unless the residents have voted to exempt themselves. The law also allows municipalities to adopt ordinances setting out their own regulations for campaign contributions and expenditures. AS 15.13.010 - .130. The clerk should advise candidates for municipal office that the Alaska Campaign Disclosure Law (AS 15.13.010) may apply to them. Unless the municipality has voted to exempt itself, candidates are required to file reports with the Alaska Public Offices Commission (APOC), the candidate is ultimately responsible for filing the reports but as clerk you can play an active role in education.

FINANCIAL DISCLOSURE STATEMENTS

The state's financial disclosure statements apply to municipalities of any population, unless the municipality has exempted themselves according to AS 39.50.145. To be eligible to run for municipal office, all candidates, including write-in candidates, must file a financial disclosure statement under oath and upon penalty of perjury, declaring income sources and business interests. The statement must be filed with the municipal clerk or other designated official at the time of filing for office. Refusal or failure to file as prescribed shall require that the candidate's filing fees, if any, and filing for office be refused. The financial disclosure statement must be an accurate representation of the financial affairs of the public official or candidate and must contain the same information for each member of the person's family, as specified in Alaska statute. The statement must include:

1. the source of all income over $1,000 during the preceding calendar year, received by the person, the person's spouse or domestic partner, or the person's dependent child;
2. the identity, by name and address, of each business in which the person, the person's spouse or domestic partner, or the person's dependent child has an interest or was a stockholder, owner, officer, director, partner, proprietor, or employee during the preceding calendar year;
3. the identity and nature of each interest in real property owned at any time during the preceding calendar year by the person, the person's spouse or domestic partner, or the person's dependent child.

A municipality may, after holding an election and putting the question before the voters, exempt itself from the filing requirement if a majority of the voters authorize the exemption. A list of exempted communities is listed in the appendix or can be found on-line at the Alaska Public Offices Commission website.

APOC has staff available to answer any question and provide training; the website has training videos available for download. You are encouraged to contact them early and often, remember that an ounce of prevention is worth a pound of cure.

Anchorage Office
2221 E. Northern Lights Blvd., Rm. 128
Anchorage, AK 99508
(907) 276-4176 / (800) 478-4176
(907) 276-7018 –Fax

Juneau Office
240 Main Street, #500
P.O. Box 110222
Juneau, AK 99811
(907) 465-4864
(907) 465-4832 – Fax

Email: apoc@alaska.gov
Web site: http://doa.alaska.gov/apoc/home.html

BALLOT PREPARATION

A ballot is the official form used to cast a vote in an election. As clerk, you are responsible for preparing the ballot in an election. The ballot should include the names of the candidates running for office and any ballot propositions being considered by the governing body.
Gather material used to prepare the ballots, including nominating petitions or declarations of candidacy, and any ordinances or resolutions adopted by the governing body relating to bond issues, charter amendments, advisory votes, and other issues that have been placed on the ballot.

You must follow local election ordinances when preparing ballots. The ballot is usually organized by sections as follows:

1. A heading, which includes:
   a. Name of municipality
   b. Type of election; regular or special
   c. Type of ballot; official or sample
   d. Date of election
   e. Space in the upper right corner for a sequential number for each ballot

2. General instructions, such as marking an “X” on the ballot, or to completely fill in the box or shape next to the candidates name; that only the indicated number of candidates should be voted for; and how to vote for a write-in candidate.
3. A list of open seats, the length of term of the seat, and the names of the candidates. Check your local ordinance for requirements to properly display the names of the candidates and where the check box or other shape to mark a vote should appear, as well as any other required information. The end of each section should include a space for write-in candidates.
4. After listing all seats and candidates, add any propositions that are to appear on the ballot and spaces to mark “YES” or “NO” to each item.

Always proofread your ballots very carefully. One good idea is to read the ballot backwards. Ballots can never be over- proofed! It also helps to have a second set of eyes proofread it as well.

In addition to content and format requirements, some municipalities require ballots to be printed on a specific color of paper. Ballots should be ready to issue when the absentee voting period starts and the number of ballots required is based on the number of registered voters within your municipality or based on the expected voter turnout. It is important to check your local code and ordinances. Every voter should be allowed to vote a ballot. After the ballots are printed, keep them in a secure location until election day.

Sample Ballots

It is a good idea to prepare sample ballots so voters can see what the ballot will look like and what will appear on the ballot before voting. The sample ballot looks exactly like the official ballot, except the heading on the ballot is “SAMPLE” and the ballot is usually printed on a colored paper different than the official ballot. Sample ballots can also be used if the polling place runs out of official ballots or if the official ballots are lost. If sample ballots are used, the election worker should fill out an affidavit of how many are used. Sample ballots should be posted in three public locations prior to the election.

Absentee Voting

Any person who is eligible to vote in person in a municipal election may vote an absentee ballot. There are no restrictions on who may vote early, either in person prior to the election day or by mail. A qualified voter with a disability who, because of that disability, is unable to go to a polling place to vote may vote a personal representative ballot.

Review your local ordinance to see if there is language that may prohibit a person from absentee voting, for example, if your code states that no ballot will be mailed to a local post office box or that absentee voting is only for persons with a physical disability - that should be changed. Appropriate language could simply be that ‘a voter may cast an absentee voting ballot for any reason’.

It is the clerk's responsibility to prepare materials for absentee voting according to local ordinances. Methods of absentee voting could include mail, in-person, by-fax or other electronic transmission, or personal representative voting, and only the approved methods in your local code should be used.

The clerk's office should keep a register or a list of the names of all absentee voters.

Absentee Voting Preparation

The following materials are usually used to conduct absentee ballot voting:

- Absentee voting by-mail ballot application.
- Absentee voting by-mail ballot return envelope.
- Absentee voting in-person oath and affidavit (can be printed on the outside of the absentee voting in- person ballot envelope).
- Absentee voting in-person ballot envelope.
- Plain envelopes or secrecy folders.
- Absentee voting in-person registers

Absentee Voting Process

Prepare an application form that includes the name of the absentee voter, the voter's residence address, the election for which the ballot is requested, the address to which the absentee ballot is to be mailed, an oath indicating that the voter is not voting in any other manner, the date, and the voter's signature. The local ordinance may specify the time frame before the election during which the application may be accepted and a time by which the absentee ballot application must be postmarked for it to be counted.

The voter's absentee ballot is placed inside a plain envelope and then placed inside a ballot envelope with the oath and affidavit printed on the outside. Using the plain envelope for the ballot helps to maintain the secrecy of the voter's ballot when opened. The voter's name, signature and identifiers are listed on the outside of the ballot envelope. Identifiers should be the voter identification number, social security number, last four digits of social security number, Alaska driver's license number, or birth date. By having the voter information and oath and affidavit printed on the outside of the ballot envelope, the voter's registration and eligibility to vote can be verified without the need to open the ballot envelope containing the plain envelop and voted ballot. The outside of the ballot envelope should also contain a place for a witness signature. If the signature of the voter is not witnessed, the ballot may be not be counted.

Absentee Voting By-Mail Procedures

The following are examples of procedures that can be used when conducting absentee by mail voting:

- Voter applies for a by-mail ballot (a list is kept of all applicants and the address that each ballot is mailed).
- The voter's eligibility is determined.
- Ballot is mailed to eligible voters with a plain envelope, return ballot envelope, voter oath and affidavit (this may be printed on outside of return ballot envelope) and instructions for voting. Instructions also include applicable deadlines to return the ballot and contact information for questions.
- The voter places the marked ballot inside the plain envelope, and then places the plain envelope in the return ballot envelope.
- The voter completes the oath and affidavit and places it inside the return ballot envelope (if the oath and affidavit is not printed on the outside of the ballot envelope) and seals it.
- Returned ballots are date-stamped and kept unopened in a secure location until reviewed by the canvass board.
- Undeliverable ballots are noted on the list of applicants.

Absentee In-Person Procedures

The following are examples of procedures that can be used when conducting absentee in-person voting:

- The voter signs the absentee in-person register.
- The voter completes the absentee in-person ballot envelope or oath and affidavit.
- The voter is given his or her ballot, and a plain envelope.
- The voter is instructed to place their voted ballot in the plain envelope, and then place the plain envelope in their absentee in-person ballot envelope. If the oath and affidavit is not printed on the outside, it is included in the ballot envelope with the plain envelope containing the voted ballot. The absentee in-person ballot envelope is sealed. The in-person ballot envelope is witnessed by the absentee voting official.
- The absentee in-person ballot envelope is dropped in the ballot box or given to the municipal election official to be stored unopened in a secure location until the ballot is reviewed and processed by the canvass board.

Personal Representative Voting

Personal representative voting is for any voter who is unable to go the polling place due to age, illness or disability on election day. When the election worker receives the written request, the worker provides the envelopes and the ballot to the personal representative voting representative (after verifying their identity), who then takes the material to the voter. The voter marks the ballot and signs the affidavit envelope in the appropriate manner, and the envelope is then witnessed by the personal representative voting representative.

The personal representative voting representative returns the voted ballot to the clerk or any polling place no later than closing of the polls election day. Some clerks act as the personal representative and take their materials to the voter for this form of absentee voting.

The following materials are usually used to conduct personal representative voting:

- Personal representative oath and affidavit for voter (can be printed on the outside of the personal representative ballot envelope).
- Personal representative oath and affidavit for representative (can be printed on the outside of the personal representative ballot envelope).
- Personal representative ballot envelope.
- Plain envelope.
- Personal representative register (sign-in sheet).

The following are examples of procedures that can be used when conducting personal representative voting:

- The representative signs the personal representative voting register, if applicable.
- The representative completes the representative's oath and affidavit.
- The representative is given the voters oath and affidavit (may be printed on ballot envelope), personal representative ballot envelope, plain envelope and ballot to deliver to the voter.
- Upon receipt of the voting materials, the voter completes the personal representative oath and affidavit, and then votes their ballot.
- The voter must sign the envelope and the signature must be witnessed by the representative.
- The voter places their voted ballot in the plain envelope, and then places the plain envelope in their personal representative ballot envelope (the oath and affidavit is included if not printed on outside of ballot envelope). The personal representative ballot envelope is sealed.
- The representative returns the ballot the election official to be stored unopened in a secure location until reviewed and processed by the canvass board.

Election Workers

An election worker is a person who assists in the election process by carrying out assigned duties on election day, such as checking voter registration, handing out ballots, providing voting instructions, and determining the preliminary election count. Each polling place must have an election board of at least three workers, one of whom serves as chair of the board. The board is appointed by the governing body, but usually it is the responsibility of the clerk to find enough workers to fill the board and the governing body appoints those people. Workers must be registered voters of the state and residents of the precinct, unless not enough voters in that precinct are willing to serve. If need be, the clerk can be one of the election workers. It is suggested to have a fourth election worker to provide relief and coverage for breaks.

It is important for the Division of Elections and the clerk to assist each other with election board recruitment. The Division of Elections maintains a database of individuals who are interested in serving as election workers for each precinct. The clerk should also keep a list of interested individuals to help with election worker recruitment.

To minimize problems on election day, the clerk should conduct training before the election. Printed materials or instructions should also be provided.

Before entering upon the duties of office, election workers should sign an oath as follows:

Sample Election Worker Oath of Office

"I,_____, do solemnly swear or affirm that I will honestly, faithfully, and promptly perform the duties of an election judge. All of this I will perform to the best of my ability."
This oath must be dated, signed, and filed with the clerk.

Election Day Activities

Typically, the clerk, as the election supervisor, is busy on election day fielding phone calls from election workers and citizens. Situations can arise on election day that you will need to be prepared for, including:

- Election worker does not come to the polls. Recruit a substitute as soon as possible. If possible, find a person with prior experience. Otherwise, recruit any qualified voter.
- Polling place is destroyed or unusable. 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. The Division of Elections is responsible for establishing polling places.
- Electioneering. Electioneering is an act that is meant to persuade voters to vote in a particular way. Voters and election workers should not discuss ballot issues or candidates while in the polls. Electioneering may not take place within the polling place location or within 200 feet of 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 worker easily.

Election workers may provide any assistance that a voter requests, such as reading the ballot to the voter, or marking the ballot at the voter's direction, but they may not explain propositions on the ballot or talk about the candidates running for office. All voters may receive voting assistance. If somebody other than the election workers provides assistance, the person must take the following oath not to divulge how the person voted: **"I will not persuade the voter in any way or divulge the vote cast by the voter."**

If possible, the clerk or the election board chair should set up the polling place area the day before the election. By setting up early, election morning will be easier and less hectic for you. On election day be sure that at least three election workers arrive before the polls are open and that each worker has signed and read the oath of office.

The ballot box should be placed in plain view of the election workers at all times during the election. The ballot box and unvoted ballots should never be left unattended. Prior to the opening of the polls, the election workers should display the empty ballot box to anyone present, and then seal or lock the ballot box. The ballot box is to remain sealed or locked until the polls close.

Polling places should have the American flag properly displayed and the Alaska state flag if available. All election ballot information and sample ballots must be available in one location within the polling place. Each polling booth or area should have a "How to Vote" poster and a marking device. The clerk should ensure that election workers have verified the number of ballots received.

Voting Procedures and Issuing Ballots

Opening the Polls

It is extremely important that the polling place be open on time for voting to begin - by setting up the day before this task is already accomplished. The election board chairperson should make an announcement upon opening the polling place that "the polls are open", if your community uses CB or VHF radios it is acceptable to make an announcement this way.

Voter Identification

Unless an election worker personally knows a voter, the voter should be asked to present identification. Personally knowing a person is being able to state their first name and last name. If a voter registers without providing identification, "MUST SHOW ID" appears in a voter's signature block on the precinct register. Even if an election worker personally knows the voter, the voter **MUST** show ID.

If the voter does not have ID, the voter needs to vote a questioned ballot.
Types of valid identification are:

- Signed voter's ID card
- Driver's license
- State ID card
- Passport
- Birth certificate
- Hunting/fishing license
- Military ID card
- Bank statement, utility bill, government issued check or paycheck, or other government issued document only **if it contains their name and current address**.

Signing Precinct Register

The election worker locates the voter's name on the precinct register, and indicates the type of ID the voter presented by making a mark in the correct field (VC = voter's card, OI = other identification; PK = personally known). The voter then must sign his or her name on the precinct register. **If the voter's name does not appear on the precinct register, the voter must vote a questioned ballot.**

If there are too many voters in line waiting to vote, you can split the precinct register. One line can be assigned to voters whose last name begins with A-K and one line can be assigned for those voters whose last names begin with L-Z.

Issuing Ballots

Prior to giving the precinct register to the election workers on election day, the clerk should indicate which voters on the list received absentee ballots, either by mail or in person. The election workers need this information to prevent issuing a duplicate ballot on election day. The precinct register is used by election officials at the polling place to determine who is registered to vote. Voters sign the register when they come in to vote and the election official verifies each voter's identity, either by using a form of approved identification or by personally knowing the voter. No one can be denied the right to vote based on the precinct register. If a voter's name doesn't appear on the list, he or she would vote a questioned ballot.

After the voter signs the precinct register, the voter is issued an official ballot and is directed to the voting booth to cast their ballot in secret. Once the ballot is voted, the voter drops his or her ballot into the ballot box. Instruct the election workers to not mark a ballot in any way which would identify it from others, or to determine how the voter voted. The voter may be provided a "secrecy folder" to keep their ballot secret until it is placed in the ballot box. The secrecy folder helps to protect the voter's privacy. If you wish to use a secrecy folder, it can be a simple manila folder. If your ballots are numbered sequentially you must remove the number by tearing it off the ballot prior to it being placed in the ballot box. The torn off numbers should be kept together so that you can account for all ballots at the closing of the polls.

If a voter is issued a ballot but does not sign the precinct register, make a notation to that effect on the register. This notation will be helpful when accounting for issued ballots at the close of the polls. It is also important to remember to issue the ballots in numerical order and always issue ballots with the smallest stub number first.

Spoiled Ballots

Sometimes a voter will damage, mismark or tear his or her ballot. Voters should be instructed that if they make a mistake when marking the ballot they should ask for a new one. The spoiled ballot is to be destroyed by the voter before a new ballot is issued. Generally, a ballot can be issued with a maximum of three.

For accountability, it is important to record the number of ballots that are destroyed during the election.

QUESTIONED VOTING

Occasionally, a person who wants to vote is not on the precinct register. When this happens, the person must vote a questioned or challenged ballot. Other reasons a person would cast a questioned ballot is if they do not have identification and is not personally known, “MUST SHOW ID” is displayed in the voter’s signature block, and the voter does not have valid ID, or you have reason to believe that the voter’s qualifications are questioned.

Do your best to arrange the poll so that a questioned voter cannot easily place their voted ballot in the ballot box. If a questioned voter puts their ballot directly into the ballot box instead of placing it in the questioned ballot envelope, make a note on the envelope. The ballot box cannot be opened to retrieve the ballot. This notation will assist you when accounting for issued ballots at the close of the polls.

Questioned ballots are not opened by the election workers and are not counted as part of the preliminary results; they are counted by the canvass board. Before the canvass board counts questioned ballots, you will need to contact the Division of Elections to verify the voter was registered in your municipality before the 30-day registration deadline.

QUESTIONED VOTING PREPARATION

The following materials are usually used to conduct questioned ballot voting:

- Questioned voter oath and affidavit (can be printed on the outside of the questioned ballot envelope).
- Questioned voter ballot envelope.
- Questioned registers.

QUESTIONED VOTING PROCEDURES

- The person signs the question ballot register.
- The person fills out an "oath and affidavit envelope" stating that he or she is a registered voter.
- The person is then given a ballot and instructed to return it to an election worker after voting.
- The ballot is placed in a plain, unmarked envelope that is then placed in a questioned ballot oath and affidavit envelope.
- The "oath and affidavit envelope" is sealed and signed by the election official and is then placed in the ballot box.

Providing Assistance to Voters

Voters may have difficulty with reading and/or marking their ballot. If a voter needs assistance during the voting process, the voter may receive assistance from the election workers or have a person of their choice provide any needed assistance as long as the person providing assistance is not their employer, agent of the employer, or agent of the voter's union. (Section 208, Voting Rights Act, 42 U.S.C. 1073aa)

The person providing assistance must take the following oath not to divulge how the person voted: "I will not persuade the voter in any way or divulge the vote cast by the voter." An aid for this process would be to print out the oath on a card to hand to the person providing assistance.

If a voter has difficulty in signing his or her name, the voter may make a mark or an "X" where they are required to sign. The person providing assistance may go into the voting booth with the voter.

Many rural areas of Alaska have voters who may need Alaska Native language assistance in order to vote. Check with the Division of Elections to see if your elections are required to provide Native language assistance or printed ballots.

Closing the Polls

An election worker should announce that the polls will close fifteen minutes before scheduled closing time. Exactly at closing time, the election worker should declare the polls closed, and if possible, close the entrance doors to the polling place. People still in line should be allowed to vote. If there is a long line of voters waiting to vote, you can have an election worker stand at the end of the line to let voters know the polls are closed. People who come to the polling place after closing time should not be allowed to vote.

Counting the Ballots

Immediately after the polls are closed and all voters are finished voting, election workers should record the number of regular ballots cast, the number of questioned/challenged ballots cast, the number of personal representative ballots (special needs), the number of defective or spoiled ballots, and the number of unused ballots. The total of all these ballots should equal the number of ballots the election workers received from the clerk. This information, regarding the ballot count, is included on a ballot accountability report form, and is signed by all election workers. The ballot accountability report should also record the number of absentee ballots if someone comes to the polls and turns one in. All unused ballots should be destroyed (by tearing them in half) before the ballot box can be opened.

Election 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 for those voted
- 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 only that section of the ballot

The clerk provides original and duplicate tally sheets. One election worker reads the ballots and two members tally the votes as they are read by inserting a tic mark for each vote on the ballot that is read. Double tally sheets help ensure the accuracy of the count. All election workers must sign the tally sheets and then prepare and sign a ballot accountability report for the clerk.

Tied Preliminary Votes

If you have counted the ballots and there is a tie, you should recount the ballots again on a new tally sheet. If the results are the same then prepare the ballot accountability report as mentioned above. If the results are different, conduct subsequent counts until a consensus is achieved. It is perfectly alright for tied results; these are preliminary after all since absentee and questioned votes have not been counted.

Preliminary Results

After the election workers count the regular ballots the tally sheet is posted which indicates the preliminary results. These preliminary results can change in a close election once the canvass board counts the absentee, personal representative or questioned ballots. The public anticipates the preliminary results as soon as possible and posting the tally sheet at the polling location fulfills that need. The tally sheet should note these as preliminary (unofficial) results that are subject to change after the canvass board meeting.

Counting Absentee, Personal Representative or Questioned Ballots and Certifying Elections

As clerk, you will keep a record of the number of absentee in-person, absentee by-mail, personal representative and questioned ballots you received. This record will assist you when reviewing, opening and counting these ballots. See example in appendix.

Before the canvass board counts any absentee, personal representative or questioned ballots, the clerk must verify that the voter was eligible to vote in this election. If it has not already been done, check the name of the voter against the voter registration list provided by the Division of Elections. If the voter's name is not on the precinct register call the Division of Election and verify eligibility using the information on the affidavit envelope.

Once you have verified that the individual is eligible to vote, the completed ballot envelope should be reviewed for compliance with your local ordinances. For example, local ordinance may require that an absentee by-mail ballot envelope must be signed in order to be valid.

The clerk investigates challenged ballots before the canvass board meeting by contacting the Division of Elections and, based on this investigation, the ballots are either considered valid or rejected at the meeting by the canvass board, which is typically the governing body (council or assembly). Valid ballots are counted along with the absentee ballots. Rejected ballots are not counted. The clerk notifies a voter in writing whose ballot is not counted why it was not accepted.

Canvass Board

After the clerk verifies these ballots, a **canvass board** (usually the governing body) holds a public meeting to review all absentee, questioned, and defective ballots. This board, not the election day workers, reviews and eventually approves the election results. Valid absentee and questioned ballots are removed from their return envelopes by the canvass board and counted as if they were ballots cast at the polls. Any contest of election must be submitted to the clerk before the results are certified.

Request for Election Recount

If the election is close, a recount may be requested. Any recount should be done prior to certification of the election. Refer to local ordinances for procedure.

Tied Results

After the canvass board has approves the election results and a tie is determined, refer to your local code. The most common provision is for the two tied candidates to draw lots, which is a fancy way to say that they will flip a coin or draw straws to determine the winner.

Certification of Election

After reviewing the results of an election, if the canvass board determines that the election was properly held, the clerk shall record a statement in the governing body minutes that the election results are in order. The total number of votes cast for each candidate and for or against each proposition or question is also recorded in the minutes of the governing body meeting.

If the election is declared valid, the governing body authorizes the clerk to issue a “certificate of election”, signed by the clerk and mayor. The certificate should record the final vote for all candidates and propositions. If the canvass board reports that the election was not in order, the governing body may declare the election invalid and order a new election. Following certification, the clerk shall post the official election results.

RUNOFF ELECTIONS

In accordance with AS 29.26.060, runoff elections are required when no candidate receives at least 40 percent of the votes cast for a particular office. A municipality can adopt an ordinance requiring a different amount other than 40 percent or, alternatively, an ordinance stating that the candidate with the most votes wins the race.
A runoff election is similar to the regular municipal election process, with the following exceptions:

- Preclearance is required to hold a special election unless the time frame has been spelled out in the adopted local election code.
- At the first meeting following the regular election, the governing body designates the names of persons that will appear on the runoff ballot. Only the names of the two persons receiving the most votes for a particular seat should appear on the ballot for that particular seat. Refer to your local ordinance for specific procedures regarding runoff elections. No votes for write-in candidates are allowed.
- After determining who the candidates are, the governing body specifies the date of the runoff election.
- Following the designation of an election date the clerk posts notice of the runoff election.

Ballots should be printed, workers designated, the standard voting procedures followed, and the count performed in the same way as for a regular election. State statutes do not impose a 40 percent requirement on the results of a runoff election. Be sure to check local ordinances relating to runoff elections.

CONTESTING ELECTIONS

Elections can be contested for various reasons. Some reasons for contesting an election include:

- Irregularities in the election process.
- Misconduct, fraud, or corruption of an election worker which is sufficient to change the result of the election.
- Corrupt election practice in conflict with the laws of the state which may change the result of the election.

A contested election is initiated by the written statement of a candidate or qualified voter according to these steps:

1. The person(s) contesting an election must present a sworn written affidavit before or at the time of the first canvass of the ballots by the canvass board. The affidavit must include the election seat or proposition being contested, the grounds for the contest, and the signature of the person submitting the affidavit.

2. The canvass board directs the clerk to investigate the election proceedings and report to the governing body. The clerk may request assistance from the municipal attorney and their Local Government Specialist.

3. When the governing body receives the results of the investigation, it must rule on the evidence submitted. If the results of the investigation show that the election was held improperly, a new election is scheduled.

RECALL ELECTION

An official who is elected or appointed to an elective office may be recalled by the voters after the official has served the first 120 days of the term for which they were elected or appointed. Recall means to vote out of office or remove from office. Grounds for recall are: misconduct in office, incompetence, or failure to perform prescribed duties. Alaska Statutes 29.26.240-.360 are the laws covering recall.

The procedures and the clerk's role for recall elections are similar to those provided for initiative and referendum elections:

- Sponsors apply for recall petition
- Clerk determines whether application is in the proper form
- Clerk prepares petition
- Sponsors circulate the petition for signatures
- Clerk determines if there are enough signatures on the petition
- Residents vote on the question at a regular or special election

The sponsors must file an application for a recall petition with the clerk. It must contain a statement of the grounds for recall as well as the names and addresses of the contact person, an alternate, and at least ten voters who agree to sponsor the petition. The clerk is in a particularly sensitive position when dealing with applications for recall petitions, and must remain neutral on the personalities and issues involved in order to concentrate on the election process. The clerk must determine if the application sets out the grounds for recall. The clerk does not have to decide if the allegations are true but must decide if the allegations fit one of the three grounds for recall. If the clerk is unsure if they fit, call the municipal attorney or their Local Government Specialist.

The recall petition must contain:

- The name of the official to be recalled
- The statement of the grounds for recall that was on the application
- The date the petition is issued by the clerk
- A notice that sponsors have sixty days to get the necessary signatures
- Spaces for signatures, plus the printed name, mailing address, residence address, and date signed for each person signing the petition
- A statement that the sponsors personally circulated the petition

The clerk must figure out the number of signatures required and notify the sponsors. If the petition seeks to recall an official who represents the municipality at large, there must be signatures of at least 25 percent of the number of votes cast for that office at the last regular election. For an official representing a district, signatures equal to at least 25 percent of the number of votes cast in the district for that office at the last regular election are required. Sponsors may not file a recall petition until the official has served the first 120 days of the term or if there are fewer than 180 days left in the official's term of office. After a petition is filed, the clerk has ten days to certify if the petition is "sufficient." A petition is sufficient if it has at least the minimum number of legitimate signatures.

The clerk must check the signatures provided with the voter registration list for the municipality to determine the signer is a registered voter and that there are no duplicate signatures. If the petition is insufficient (not enough signatures), the clerk must notify the sponsors and give them ten more days to get enough signatures. If the petition is still insufficient, a new application for a petition to recall the same official may not be filed for at least six months.

If the petition is sufficient, give it to the governing body at its next meeting. The governing body must submit the recall question to the voters at a regular election, if one is scheduled 45 to 75 days after the governing body receives the petition. If no regular election is scheduled during the time frame, the governing body has 45 to 75 days to schedule one. It is recommended that there be more than 60 days notice to allow time for federal pre-clearance of the special election date.

The recall ballot must contain:

- The grounds for recall as stated on the petition
- A statement by the official named on the recall petition, if the statement is filed with the clerk at least 20 days before the election
- The question: “Shall (name of person) be recalled from the office of (office)? YES or NO”

Initiative and Referendum Elections

An initiative is a legislative action, usually an ordinance or resolution that is proposed by citizens and voted on by municipal resident voters. A referendum is a repeal by the voters of an ordinance or resolution that was adopted by the governing body. Results of initiative and referendum elections are binding on the governing body and may not be changed for two years. The term referendum is also used to describe a vote of the people required by state law to confirm action by the governing body or an advisory vote when the governing body is seeking the voters' opinion on an issue. The governing body is not required to follow the vote of the people at an advisory referendum election.

Article XI, Section 7 of the Alaska Constitution prohibits the use of an initiative to dedicate revenues or make appropriations and prohibits the use of a referendum to repeal an appropriation or an ordinance "necessary for the immediate preservation of the public peace, health, or safety." In addition, initiatives and referendums may not be used for administrative matters.

The procedures that general law municipalities must follow are outlined in state law.
AS 29.26.100 - .190

The main steps in the process are:

- Sponsors apply for a petition
- Clerk determines whether the application is in proper form
- Clerk determines whether the matter is appropriate for an initiative application
- Clerk prepares the petition
- Sponsors circulate the petition for signatures
- Clerk determines if there are enough signatures on the petition
- Residents vote on the issue at a regular or special election

CLERK'S ROLE

In addition to all the responsibilities the clerk has in any type of election, there are specific tasks that must be performed by the clerk for initiative and referendum elections.

Because the clerk must make complicated decisions, it would be prudent to get legal advice about how to interpret and implement the law governing initiatives and referendums.
An application for petition must be filed with the clerk. It must include the ordinance or resolution to be initiated or referred and the name and address of a contact person and alternate. It must be signed by at least ten voters who agree to be sponsors.

The clerk must determine if the application is in proper form and meets the criteria listed in state law or the local election ordinance. If the application is acceptable, the clerk prepares the petition. The clerk's decision on whether the application is acceptable may be appealed to the courts.

For general law municipalities, the petition must contain:

- A summary of the ordinance or resolution to be enacted for an initiative or to be repealed for a referendum
- The complete ordinance or referendum
- The date the petition is issued by the clerk
- A notice that the sponsors have 90 days to get the necessary signatures
- Spaces for signatures, plus the printed name, mailing address, residence address, and date each person signed the petition
- A statement that the sponsors personally circulated the petition

The clerk must figure out the number of signatures required and tell the sponsors. If the municipality has fewer than 7,500 residents, a petition must have signatures equal to at least twenty-five percent of the number of votes cast at the last regular election; for a municipality of 7,500 or more, fifteen percent is required. The signatures on an initiative or referendum petition shall be secured within ninety days after the clerk issues the petition.

After a petition is filed, the clerk has ten days to certify if the petition is sufficient. The clerk must check the signatures provided with the voter registration list for the municipality to determine the signer is a registered voter and that there are no duplicate signatures. A petition is sufficient if it has at least the minimum number of legitimate signatures.

If the petition is insufficient, meaning that it does not have enough signatures, the clerk must notify the sponsors and give them ten more days to get the required number.

A petition signer may file a protest of the clerk's decision with the mayor within seven days of the certification. The governing body must rule on the protest at its next regular meeting.

ELECTION

Unless the governing body adopts substantially the same measure that is on the initiative or repeals the one on the referendum, the matter must be submitted to the voters at the next regular election or, if already scheduled, special election occurring not sooner than 60 days after certification of the petition. If no election is scheduled to occur within 75 days after certification of a petition and the governing body determines it is in the best interest of the municipality, the governing body may by ordinance order a special election to be held on the matter before the next election that is already scheduled, but not sooner than 60 days after certification of the petition.

If you have to conduct an initiative or referendum election review Title 29 of the Alaska Statutes, AS 29.26.100 -.190, your local ordinances, and contact your Local Government Specialist with the Division of Community and Regional Affairs.

VOTER HISTORY

For every voter who votes in a state or municipal election, the Division of Elections records voter history on the voter's record. The history shows which election the voter has voted in and if the person voted in person at the polling place or voted an absentee or questioned ballot.

To record voter history in a municipal election, you need to return the precinct register and a list of absentee and questioned voters to the regional election office after your local election is certified. Alaska law requires you to send the precinct register to the Division of Elections within 60 days, AS 15.07.137. Upon completion of recording voter history, the regional election office will return your precinct register to you.

Records Retention for Elections

Election results are recorded and filed by the municipal clerk. The good news is that ballots need only be kept 30 days after an election is certified. The bad news is a clerk needs to keep other election records much longer. Refer to the State of Alaska Local Government General Records Retention Schedule for specific information regarding the retention of elections records. A copy of the Retention Schedule is available in the appendix.

Review Local Elections Code

Now that you have completed your election and everything is fresh in your mind take some time to review your election code and identify areas that can be improved or streamlined for next year. By doing this now, the clerk ensures enough time for the governing body to review and submit changes to the Department of Justice.

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ABSENTEE BALLOT APPLICATION

City of _____

_____ _____
NAME REGISTRATION #, SOCIAL SEC #, OR BIRTH DATE

_____
PHYSICAL ADDRESS

hereby requests an absentee ballot to vote in the election of _____

_____
DATE

Please mail my ballot to:

_____ _____
STREET OR P.O. # CITY, STATE, ZIP

I am a qualified, registered voter of the State of Alaska, I am NOT requesting a ballot from any other State and am not voting in any other manner in this election, except by absentee ballot and have not claimed to be a resident of any other State for any purpose in the past 30 days.

(Husband and wife may use one application but Alaska law requires that each must sign).

_____ _____
NAME NAME

Mail to the City Clerk, _____, AK, 99____

.....

OFFICIAL USE-ONLY

_____ _____
Date Received/Requested Date Received/Requested

_____ _____
Date Mailed Date Mailed

AFFIDAVIT ABSENTEE BALLOT RETURN ENVELOPE

STATE OF ALASKA)
) ss.

ABSENTEE BALLOT RETURN ENVELOPE UNITED STATES OF AMERICA

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 Residence address within City

SUBSCRIBED and SWORN to before me, this _____ day of _____, 20_____. I hereby certify that the above-named affiant appeared before me, displayed to me an unmarked Absentee Ballot, marked that ballot in my presence and, without allowing me or any other person to see how the ballot was marked, enclosed and sealed said ballot in a ballot envelope, and then enclosed and sealed that ballot envelope in this return envelope, handed me this return envelope sealed, and signed the foregoing affidavit.

_____ _____
Official's Signature Title of Officer

[Notary Seal]

Print on the outside of envelope:
Marked ballot enclosed, to be opened by Election Review Committee.

Return by mail, postage paid, to:
Office of the City Clerk
City of _____
P. O. Box _____
_____, Alaska 99 _____

AFFIDAVIT FOR QUESTIONED BALLOT

I, _____, do hereby declare that I am a resident of the City of Allakaket, Alaska and meet all of the minimum requirements set forth by local ordinances and state law to vote in this election.

I am not disqualified, and have not voted in this election.

Signed: _____

Address: _____

Provide one of the following:

Date of Birth _____, Voter Number _____,

Last Four Social Security Numbers _____, or

Driver's License number_____

Witnessed by election judge: _____

AFFIDAVIT OF POSTING ELECTION NOTICE

CITY OF _____

I, _____, hereby affirm that notice of the

[ ] Regular Election
[ ] Special Election to be held on

_____, 20___ for the purpose of

_____

_____

_____

was posted at the following location:

_____

_____

_____

at _____ A.M / PM on _____, 20 _____.

Witness: _____

Attested by: _____

AFFIDAVIT TO CONTEST ELECTION

The undersigned believes that prohibited practices occurred at the municipal election held on, _____20 ____ at _____, Alaska.
The undersigned states that the following laws were violated._____
The undersigned states that the above provisions of the law were violated in the following manner:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature of Person Contesting

Received Date and Time:_____

_____

City Clerk

[City Seal]

EXEMPT LOCAL GOVERNMENTS

EXEMPT from PUBLIC OFFICIAL FINANCIAL DISCLOSURE REQUIREMENTS UNDER AS 39.50

AS 39.50.145. Participation by municipalities. A municipality may exempt its municipal officers from the requirements of this chapter if a majority of those voting on the question at a regular election, as defined by AS 29.71.800. (20), or a special municipality-wide election, vote to exempt its municipal officers from the requirements of this chapter. The question of exemption from the requirements of this chapter may be submitted by the city council or borough assembly by ordinance or by initiative election.

N/A	Akhiok
1998	Akiak
1990	Akutan
1976	Alakunuk
1993	Aleknagik
2011	Aleutians East Borough
1978	Allakaket
1975	Ambler
1995	Anaktuvuk Pass
1975	Anderson
2001	Aniak
2003	Anvik
N/A	Atka
1991	Atqasuk
2012	Bethel
N/A	Bettles
1996	Brevig Mission
1975	Bristol Bay Borough
1999	Buckland
N/A	Cherfornak
1998	Chevak
N/A	Chignik
1994	Chuathbaluk
1981	Clarks Point
2008	Coffman Cove
2000	Cold Bay
1975	Cordova
1976	Craig
1975	Deering
2008	Delta Junction
2008	Delta Borough
2008	Denali Borough
1976	Dillingham
1975	Diomede
1976	Eagle
1995	Eek
2008	Egegik
2001	Ekwok
1975	Elim
1980	Emmonak
1998	False Pass
2009	Fairbanks, City of
1975	Galena
1998	Gambell
1976	Golovin
1991	Goodnews Bay
2000	Grayling
N/A	Gustavus
2012	Haines Borough
1975	Homer
1976	Houston
1990	Hughes
1988	Huslia
1975	Kachemak
1975	Kake
1977	Kaktovik
1976	Kaltag
1978	Kasaan
2008	Kenai, City of
2008	Ketchikan, City of
1998	Kiana
1981	King Cove
N/A	Kivalina
1977	Klawock
1998	Kobuk
1976	Kodiak (city)
1975	Kotlik
1988	Koyukuk
1977	Kupreanof
N/A	Larson Bay
1995	Marshall
N/A	Metlakatla
2005	Mountain Village
1996	Napakiak
1999	Napaskiak
1975	Nenana
1979	Newtok
N/A	Nightmute
1977	Nikolai
N/A	Nondalton
1979	Noorvik
1995	Nuiqsut
1980	Nulato
1993	Nunapitchuk
N/A	Old Harbor
1977	Ouzinkie
1975	Palmer
1975	Pelican
1975	Petersburg
1992	Pilot Point
1994	Pilot Station
1994	Platinum
1997	Point Hope
1976	Port Alexander
1979	Port Heiden
1976	Port Lions
1992	Quinhagak
1976	Ruby
1994	Russian Mission
1977	Savoonga
1993	Saxman
1979	Scammon Bay
2010	Seldovia
2012	Seward
N/A	Shageluk
N/A	Shaktoolik
1996	Sheldon Point
1975	Shishmaref
1975	Shungnak
2008	Sitka, City & Borough
1998	St. George Is.
1977	St. Mary's
1996	Tanana
1994	Teller
2000	Tenakee Springs
1994	Toksook Bay
1977	Unalakleet
1992	Upper Kalskag
1975	Valdez
1992	Wales
1976	White Mountain
1976	Whittier

Alaska Public Offices Commission
2221 East Northern Lights, Rm. 128
Anchorage, Alaska 99508
(907) 276-4176; Fax: (907) 276-7018
(800) 478-4176
www.doa.alaska.gov/apoc

MUNICIPAL EXEMPTION STATEMENT

Who should file an Exemption Statement?

If you are a candidate for municipal office and you believe that your campaign will not raise or spend more than **$5,000 (including personal money)** during the entire municipal election, you should consider filing an Exemption Statement.

Why?

Municipal candidates who file an Exemption Statement with the Commission are not required to file campaign disclosure reports during the campaign (including the registration, the 30-day pre-election, 7-day pre-election and year-end report or 24-hour reports).

Do I have to comply with other campaign disclosure restrictions?

Yes. Although the Exemption Statement exempts you from filing reports, you are still subject to the campaign disclosure law. For example, you may not accept contributions from corporations or unions; contribution limits on amount and timing still apply; you must use campaign money for election-related purposes only.

What if I file an Exemption Statement then receive or spend more than $5,000?

If your campaign unexpectedly exceeds $5,000 during the campaign, you must immediately begin filing the required campaign disclosure reports starting with the first report due after the campaign exceeds $5,000. The first report must include all contributions and expense activity for your entire campaign from the beginning through the end of the current reporting period. Failure to do so could result in civil and criminal penalties.

Borough/Municipality _____ **Office/Seat** _____

Name _____

Mailing Address _____

_____ _____ _____

(home phone/fax) **(work phone/fax)** **(email address)**

Certification: I do not intend to receive or accept contributions totaling more than $5,000 or to make expenditures totaling more than $5,000 (including personal money) during my entire campaign for municipal office. I certify that this statement is true, correct and complete.

Candidate Signature_____**Date**_____

BALLOT INSTRUCTIONS

Mark your votes by making an "X" mark in the space next to each candidate or choice you wish to vote for. If you make a mistake or change your mind, DO NOT erase or cross out any mark you have made. Your vote cannot be counted if there is any erasure or correction. Instead, fold this ballot and give it back to the election worker or clerk. You will be given another ballot.

DO NOT vote for more than one person for each office or mark more than one choice for each proposition. If you do so, none of your votes for that office or proposition can be counted.

If you have any questions about how a ballot must be marked, ask the election worker from whom you got this ballot.

Place your ballot into the ballot box.

CITY COUNCIL SEAT E
(Vote for one only)

Joe Smith…….._____

Irene Candidate……___X___

Fred Friendly……_____

_____.……_____
(Write-in)

Good. Only one mark per seat

To vote for a person whose name is not printed on the ballot, write his or her name in the blank space below the list of candidates and place a mark in the designated spot.

CITY COUNCIL SEAT G
(Vote for one only)

Stan Smith……_____

Bartholomew Simpson _____

Ana Able_____…___X___
(Write-in)

Good. Write in the candidate and place a mark indicating your choice

BALLOT SAMPLE

AFTER MARKING BALLOT, FOLD BALLOT TO THIS LINE

CITY OF _____, ALASKA

REGULAR ELECTION OF _____ (Date)

Place an "X" in the box next to each candidate or choice you wish to vote for.

If you make a mistake, **DO NOT ERASE or CROSS OUT** any marks. Return the spoiled ballot to the election judge or clerk and ask for another ballot. **Your vote cannot be counted if there is any erasure or correction.**

DO NOT vote for more than one person for each office or mark more than one choice for each proposition. If you do so, none of your votes for that office or proposition can be counted.

To vote for a person whose name is not printed on the ballot, write his or her name on the blank line below the list of candidates and mark an "X" in the box next to that choice.

If you have any questions about how a ballot must be marked, ask the election judge from whom you got this ballot.

VOTE FOR NOT MORE THAN ONE CANDIDATE PER SEAT

CITY COUNCIL MEMBER

SEAT [Insert Seat]: [Insert Term] YEARS

- ☐ [Insert Candidate Name]
- ☐ [Insert Candidate Name]
- ☐ [Insert Candidate Name]
- ☐ Write-in: _____

SEAT [Insert Seat]: [Insert Term] YEARS

- ☐ [Insert Candidate Name]
- ☐ [Insert Candidate Name]
- ☐ Write-in: _____

PROPOSITION [Insert Number] _____: [Insert Language] _____

_____

- ☐ Yes
- ☐ No

Official ballot prepared by _____

City Clerk

CANDIDACY ACCEPTANCE OR REJECTION: LETTER

The city clerk reviews each submitted candidacy petition and declaration of candidacy, and, if authorized by ordinance, determines a person's eligibility to hold office.

Acceptance: If the person is considered an eligible candidate, the city clerk sends an acceptance letter to him or her. Below is a sample:

Dear_____:

After reviewing the candidate documents submitted for Council Seat ____, I have determined that you are eligible to serve on the _____City Council.

Your name will appear on the regular election ballot scheduled for October _____, 20____.

Thank you for your interest in serving the City of _____.

Sincerely,

_____
City Clerk

Rejection: If the person is considered not an eligible candidate, the city clerk sends a rejection letter to him or her. Below is a sample:

Dear_____:

After reviewing the candidate documents submitted for Council Seat ____, I have determined that you are not eligible to serve on the _____ city council for a the following reason:

(cite the city ordinance requirement for disqualification)

Your name will not appear on the regular election ballot scheduled for October _____, 20____.

Thank you for your interest in serving the City of _____.

Sincerely,

_____
City Clerk

CERTIFICATE OF ELECTION

CITY OF _____, Alaska

THIS IS TO CERTIFY that on the_____day of 20_____, _____ was elected to the office of the City of _____, Alaska, as confirmed by the city council of the City of _____ upon completion of the final canvass of ballots on the _____ day of 20____ DATED at _____[city]_____, Alaska this _____day of 20_____.

_____
Mayor

ATTEST:

_____
City Clerk

DECLARATION OF CANDIDACY FORM

CITY OF_____, Alaska

I, _____, declare that I am a United States citizen qualified to vote in State of Alaska elections and am registered to vote therein. I meet or will have met the residency requirements of the City of _____ by the date of the election for which I am filing this declaration. I am not disqualified as a voter under Article V of the Alaska Constitution, which provides in Section 2 that:

> No person may vote who has been convicted of a felony involving moral turpitude unless his civil rights have been restored.

I declare myself a candidate for the office of_____for Seat_____for a term of ____ years and request that my name be printed upon the official ballot for the municipal election to be held in the City of _____, Alaska on the_____day of _____20____.

Signature: _____ Date: _____

Witness: _____ Date: _____

NOMINATING PETITION FORM

CITY OF _____, Alaska

The undersigned, as qualified voters in the City of _____Alaska, do hereby petition the Supervisor of Elections to place the name of _____ on the ballot for election to the office of _____for a term of __ years. We understand that the candidate, whose address is_____, Alaska, is a qualified voter and has been a resident of _____for _____ (months/years) preceding the date of election, and has agreed to serve if elected.

	Name	Address
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Date Received: _____

Attested to (City Clerk): _____

NOTICE OF CANVASS MEETING AND CERTIFICATION OF ELECTION

Special Meeting

CITY OF _____, Alaska

THIS IS TO NOTIFY ANY INTERESTED PERSONS that on MONDAY, the _____ day of

OCTOBER, 20_____,

The _____ city council will hold a special meeting to canvass all absentee, questioned, and defective ballots received in the election. If the council is unable to obtain a quorum, or complete the count on Monday after the election, the canvass will be continued the following day and each day thereafter until complete

This notice is to be attached to and posted with the Report of Preliminary Election Results in accordance with city of _____.

NOTICE OF ELECTION: DECLARATION OF CANDIDACY METHOD

CITY OF _____, Alaska
NOTICE OF REGULAR ELECTION

TO BE HELD: [Election Date], 20_____

FOR THE PURPOSE OF FILLING [insert number] (_____) VACANT SEATS ON THE _____ CITY COUNCIL.

SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 20____
SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 20____
SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 20____

QUALIFICATIONS:
A person filing for election to a seat on the governing body must be:

A. A United States citizen who is qualified to vote in state elections;
B. A resident of the [specify city or borough] for thirty days immediately preceding the election for which declaring candidacy;
C. Registered to vote in state elections;
D. Not disqualified under Article V of the Constitution of the State of Alaska which provides that:

No person may vote who has been convicted of a felony involving moral turpitude unless his civil rights have been restored or judicially determined to be of unsound mind unless reversed.

FILING FOR OFFICE:
A person who wishes to become a candidate for an elective office shall complete and file with the Municipal Clerk a declaration of candidacy. This shall be filed no sooner than 30 days and no later than l0 days before the election. Any candidate wishing to withdraw his/her candidacy may do so no later than the last day for filing a declaration of candidacy (10 days before the election) by filing a written notice of withdrawal with the Municipal Clerk.

Candidates for office must file a declaration of candidacy with the Municipal Clerk no later than 5:00 p.m. , _____ , _____20_____. Declaration of candidacy forms may be obtained from the Clerk at the municipal offices from __ a.m. to __ p.m. The last day to file declaration of candidacy is _____, _____ 20____.

POLLS WILL OPEN: _____ A.M., _____, 20____
POLLS WILL CLOSE: _____P.M., _____, 20____
LOCATION OF POLLS: _____

Anyone wishing to vote by absentee ballot may do so by requesting an absentee ballot in person or by mail from the municipality. Absentee ballots may be requested no sooner than [insert date], 20___ nor later than [insert date], 20___.

NOTICE OF ELECTION: NOMINATING PETITION METHOD

CITY OF _____, Alaska

NOTICE OF REGULAR ELECTION

TO BE HELD: [Election Date], 20_____
FOR THE PURPOSE OF FILLING [insert number] (_____) VACANT SEATS ON THE
_____ CITY COUNCIL.

SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 20____
SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 20____
SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 20____

QUALIFICATIONS:
A person filing for election to a seat on the governing body must be:

A. A United States citizen who is qualified to vote in state elections;
B. A resident of the [specify city or borough] for thirty days immediately preceding the election for which declaring candidacy;
C. Registered to vote in state elections;
D. Not disqualified under Article V of the Constitution of the State of Alaska which provides that:

No person may vote who has been convicted of a felony involving moral turpitude unless his civil rights have been restored or judicially determined to be of unsound mind unless reversed.

FILING FOR OFFICE:
A person who wishes to become a candidate for an elective office shall complete and file with the city clerk a declaration of candidacy and nominating petition form signed by at least ___ voters registered to vote in the local election. This shall be filed no sooner than _____ days and no later than _____ days before the election.

Any candidate wishing to withdraw his candidacy may do so no later than the last day for filing a declaration of candidacy (10 days before the election) by filing a written notice of withdrawal with the city clerk.

Candidates for office must file a declaration of candidacy and nominating petition with the city clerk no later than 5:00 p.m. , _____ , ___20____. Declaration of candidacy and nominating petition forms may be obtained from the city clerk at the city offices from __ a.m. to __ p.m. The last day to file declaration of candidacy is _____, ____ 20____.

POLLS WILL OPEN: ____ A.M., _____, , 20____
POLLS WILL CLOSE: ____ P.M., _____, , 20____
LOCATION OF POLLS: _____

Anyone wishing to vote by absentee ballot may do so by requesting an absentee ballot in person or by mail from the city clerk. Absentee ballots may be requested no sooner than [insert date], 20___ nor later than [insert date], 20____.

NOTICE TO REGISTER TO VOTE

The regular city election will be held on [day], [date], 20__. In order to run for city council member and/or to vote in the election, residents must be registered to vote in the city. You must be registered to vote 30 days before the election or by [insert date 30 days before the election].

If you are not registered to vote in the city, please see the city clerk to do so. If you're not sure you're already registered, the city clerk can check the Master Voter Registration List.

OATH OF ELECTED OFFICIAL

Elected Official Oath of Office

"I_____do solemnly swear (or affirm) that I will support the Constitutions and laws of the United States and the State of Alaska, and the laws and ordinances of the City of _____, Alaska, and that I will honestly, faithfully and impartially discharge my duties as to the best of my ability."

_____
(signature of newly elected official)

ATTEST:

_____
City Clerk

_____
Date

OATH OF ELECTION JUDGE

OATH OF ELECTION OFFICER

I, _____, do solemnly swear or affirm that I will honestly, faithfully, and impartially perform the duties of election judge (clerk) of election according to law, that I will endeavor to prevent fraud, deceit or abuse in connection with the election, to the best of my ability.

_____
(signature of judge or clerk)

ATTESTS:

_____
City Clerk

_____
Date

PERSONAL REPRESENTATIVE FORM

APPLICATION FOR ABSENTEE BALLOT
BY PERSONAL REPRESENTATIVE

(PLEASE PRINT)

I_____, request that
(Voter)

_____,
(Personal Representative)

Bring me an absentee ballot, as I am unable to go to the polling place because of physical disability. I am providing at least one of the following for identification purposes:

Voter No. _____
Last four Social Security No. _____
Birth date_____

X _____
(Voter Signature)

X_____
(Date)

.....

WITNESS CERTIFICATION

*We, _____ , and _____, do:
(Witness) (Witness)

hereby certify that_____ is unable to go to the polling place
(Voter)

because of physical disability.

X_____ _____ _____
(Witness Signature) (Phone Number) (Voter Number)

X_____ _____ _____
(Witness Signature) (Phone Number) (Voter Number)

(Both witnesses must be qualified Alaska Voters. One witness may by the personal representative.)

SAMPLE PRECLEARANCE LOCAL OPTION ELECTION- PAGE 1

Chief Voting Section _____ _____,20____
Civil Rights Division
Room 7254 – NWB
U.S. Department of Justice
950 Pennsylvania Ave., N.W or 1800 G St., N.W. for expedited preclearance
Washington, D.C. 20530 or 20006 for expedited preclearance

SUBJECT: Request for Preclearance under Section 5, of the Voting Rights Act
Scheduling of Special Election

To Whom it May Concern:

Preclearance is hereby requested for the _____, 20___, date selected to schedule a special election to be held in _____, Alaska, which is located in the [organized] [unorganized] borough of the State of Alaska. The City _____is entirely within the same precinct boundary for state and local elections.

This special election is being held in accordance with Alaska Statutes AS 04.11.507 and AS 29.26.110-.160 (Attachments A and B), and the city's election ordinance (Attachment C) to address the question of whether or not to prohibit the sale of alcoholic beverages in the City of _ _____, Alaska (Attachment D).

Regular elections are held in the City of _____on _____. The selection of the_____, 20___ date for conducting this special election will in no way deny or abridge any voter's right to vote on the basis of membership in a race or language minority. The population of our community is ___% Alaska Native and English is widely spoken. The _____, 20___, date will not conflict with traditional activities of _____'s voters.

The _____ City Council is responsible for scheduling special elections. The date for the special election was selected by resolution of the City Council (Attachment E).

Members of the City Council are:

, Mayor
, member
, member
, member
, member
, member
, member

SAMPLE PRECLEARANCE LOCAL OPTION ELECTION- PAGE 2

The official responsible for conducting elections in the City of _____ is the city clerk. Contact information is listed at the bottom of this letter. The election and public notice procedures prescribed in our Local Election Ordinance, Chapter ___ (Attachment C) shall be implemented in the conduct of this election.

The changes identified herein have not yet been enforced or administered. The special election has not yet been held. These changes will take effect as provided in state law upon approval of the voters of the City of _____.

These changes are being made in accordance with state law, to provide the community an opportunity to vote on a local alcohol option. There is no adverse effect anticipated for racial or minority groups as a result of these changes. There is no past or pending litigation concerning this change or related election practices.

The following individuals may be contacted for further information:

_____,	_____,	_____,
City Clerk	Mayor	Local Gov't Specialist
City of _____	City of _____	State of Alaska
P.O. Box _____	P.O. Box _____	Dept. of Community & Economic Dev.
_____, Alaska 997	_____ Alaska 997	P.O. Box _____
		_____, Alaska 99_____
(907) _____-_____	(907) _____-_____	(907) _____-_____

Sincerely

_____,
Title

Exhibit A: AS 04.11.507
Exhibit B: AS 29.26.110-.160
Exhibit C Copy of City's Election Ordinances
Exhibit D: Ballot Question
Exhibit E: City Council Resolution (Note: include minutes of council meeting when the special election date was chosen)

SAMPLE PRECLEARANCE SPECIAL ELECTION- PAGE 1

Chief, Voting Section [Date], 20__ Civil Rights Division Room 7254-NWB
U.S. Department of
Justice 950
Pennsylvania Ave.,
NW Washington, D.C.
20530

SUBJECT: Submission under Section 5 of the Voting Rights Act
[Reason for requesting preclearance, e.g. special election, ordinance revision]
NOTE: If you are requesting Expedited Preclearance, state so here and begin the first sentence stating so.

To Whom it May Concern:

[Preclearance **or Expedited preclearance]** is hereby requested for the [insert month], [insert day], 20__ date selected to schedule a special election to be held in [insert city name], Alaska, which is located in the State of Alaska, [in the unorganized borough or insert borough name if appropriate].

Due to [insert reason], the City of [insert city name] did not hold its regularly scheduled local election on the date specified in the City of [insert city name] local ordinances (Attachment 1). This error was discovered on [insert month], [insert day], 20__. The [insert city name] City Council met on [insert month], [insert day], 20__ to correct this error and adopted a resolution to schedule a special election to be held on [insert month], [insert day], 20__ (Attachment 2).

Regular elections are held in the City of [insert city name] on [insert day and month, e.g. first Tuesday in October]. The selection of the [insert month], [insert day], 20__ date for scheduling the special election will in no way deny or abridge any voter's right to vote on the basis of membership in a race or language minority. The population of [insert city name] is [insert population information from most recent census]; with approximately [insert percentage of native/non-native information from most recent census] % Alaska Native. English is widely spoken. The [insert month], [insert day], 20__ date will not conflict with subsistence, fishing, or other activities nor interfere with any individual's right to vote.

The [insert city name] City Council is responsible for scheduling special elections. The date for the special election was selected by resolution of the City Council (Attachment 2) [include a copy of the resolution as attachment 2].

SAMPLE PRECLEARANCE SPECIAL ELECTION- PAGE 2

Members of the City Council are:
[insert name], Mayor
[insert name], member
[insert name], member
[insert name], member
[insert name], member;
[insert name], member; and
[insert name], member

The official responsible for conducting elections in the City of [insert city name] is the City Clerk. The name, address and telephone number of the City Clerk are listed below.

The City of [insert city name] is entirely within the same precinct boundary [if not within same boundary, insert appropriate information] for state and local elections.

The election and public notice procedures prescribed in the City [insert city name] Local Ordinances (Attachment 1) shall be implemented in the conduct of this election. There is no past or pending litigation concerning this change or related election practices.

The official responsible for conducting elections in the City of [insert city name] is the City Clerk. The name, address and telephone number of the City Clerk are listed below.

The City of [insert city name] is entirely within the same precinct boundary [if not within same boundary, insert appropriate information] for state and local elections.

The following individuals may be contacted for further information.

[Insert name] City Clerk	[insert name], Mayor	[insert name] Local Government Specialist
City of _____	City of _____	State of Alaska, DCRA
Address, AK 99___	Address, AK 99___	Address, AK 99_____
(907) _____-_____	(907) _____-_____	(907) _____-_____

Sincerely,

Attachment 1: Election Ordinance
Attachment 2: City Council Resolution scheduling the date for the special election [include minutes of council meeting when the special election date was chosen].

PRELIMINARY ELECTION RESULTS

City of _____, Alaska
ELECTION JUDGES' REPORT OF ELECTION RESULTS

The tally below is a true and accurate record of all votes cast in the 20_ regular city election held in the City of _____on _____, 20_.

CANDIDATE	VOTE
1. _____	_____
2._____	_____
3._____	_____

BALLOT PROPOSITIONS
Proposition 1: Yes ___ No ___
_____

Total ballots received from election supervisor: _____
Total regular ballots cast: _____
Total questioned/challenged ballots cast: _____.
Total spoiled ballots: _____
Total unused ballots: _____
Grand Total: _____(grand total of all ballots should equal those received from election supervisor)
The tally of voters was completed between the hours of _____ p.m. and _____ p.m.,_ _____, 20____.
Submitted by election judges:

_____, Election judge

_____, Election judge

_____, Election judge

ATTEST:_____, City Clerk

RECEIPT OF BALLOTS FOR ELECTION WORKERS

FROM: CITY CLERK

TO: ELECTION WORKERS

DATE:_____

BALLOT RECIEPT

NUMBER OF BALLOTS ENCLOSED:_____

INCLUSIVE NUMBERS OF BALLOTS ENCLOSED:_____

_____Through_____

NUMBERS VERIFIED BY:_____

(Recipient, election worker)

DATE RECEIVED:_____

TALLY SHEET

City of Seat _____, Alaska

The tally below is a true and accurate record of all votes cast in the elections held in the city of _____, Alaska on (month), (date), (year).

Seat _____

Candidate

1. _____Vote Tally_____
2. _____Vote Tally_____
3. _____Vote Tally_____
4. _____Vote Tally_____

Seat _____

Candidate

1. _____Vote Tally_____
2. _____Vote Tally_____
3. _____Vote Tally_____
4. _____Vote Tally_____

Seat _____

Candidate

1. _____Vote Tally_____
2. _____Vote Tally_____
3. _____Vote Tally_____
4. _____Vote Tally_____

Page 1 of 2

Propositions/Questions:

Yes. _____ Vote Tally_____

No. _____ Vote Tally_____

Total ballots received from elections supervisor: _____

Total regular ballots cast: _____

Total questioned ballots cast: _____

Total defective ballots: _____

Date and time of count:_____

Page 2 of 2