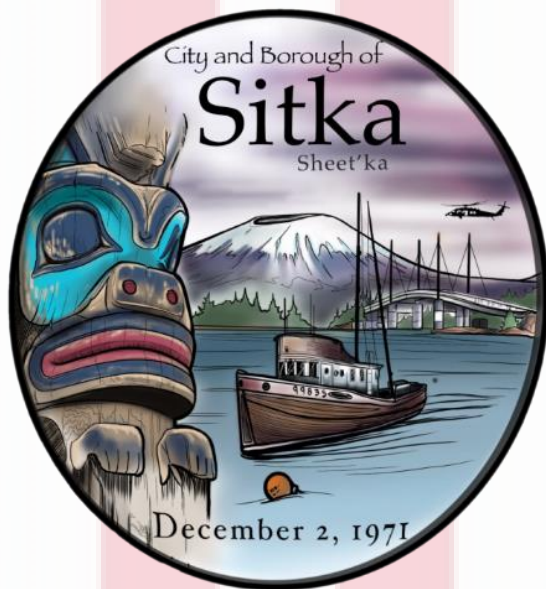


# CITY AND BOROUGH OF SITKA CANDIDATE HANDBOOK



---

**City and Borough of Sitka**  
**Clerk's Office**  
100 Lincoln Street, Suite 306  
Sitka, Alaska 99835

---

**JUNE 2022**

## Table of Contents

|   |    |
|---|----|
| OFFICE DIRECTORY .....  | 3  |
| FILING FOR OFFICE - GENERAL INFORMATION .....                           | 4  |
| Candidate Qualifications .....  | 4  |
| Biographical Information.....   | 4  |
| Financial Disclosure Statement .....                                    | 4  |
| Write-In candidates .....   | 4  |
| Instructions for Filing .....   | 5  |
| CAMPAIGNING .....   | 5  |
| SITKA GENERAL CODE: EXCERPTS FOR ELECTIONS.....                         | 6  |
| 2.40.060 Voter qualifications.....                                      | 6  |
| 2.40.070 Candidate qualifications.....                                  | 6  |
| 2.40.080 Notice of offices to be filled.....                            | 6  |
| 2.40.090 Filing and review.....   | 6  |
| 2.40.095 Candidate biographical information.....                        | 7  |
| 2.40.100 Acceptance of nomination.....                                  | 7  |
| 2.40.110 Withdrawal or amendment of nomination.....                     | 7  |
| 2.40.115 Write-in candidates.....                                       | 7  |
| SITKA GENERAL CODE: Excerpts for Assembly and Public Participation..... | 8  |
| 2.04.050 Conduct of debate and discussion.....                          | 8  |
| 2.04.130 Public participation.....                                      | 8  |
| 2.04.185 Remote participation by the mayor and assembly members.....    | 10 |
| 2.04.186 Telephonic participation by the public.....                    | 11 |
| CANDIDATE INFORMATION .....   | 12 |
| Mayor.....  | 12 |
| Assembly.....   | 13 |
| School Board.....   | 14 |
| QUALIFICATION OF VOTERS.....  | 15 |
| ABSENTEE VOTING PROCEDURES .....  | 15 |
| .....   | 16 |
| Assembly Annual Events .....  | 16 |



# OFFICE DIRECTORY

## City and Borough of Sitka

[www.cityofsitka.com](http://www.cityofsitka.com)

**City and Borough of Sitka**  
**100 Lincoln Street, Suite 306**  
**Sitka, AK 99835**



Sara Peterson, Municipal Clerk  
Jess Earnshaw, Deputy Clerk  
P: 907-747-1811  
F: 907-747-7403

## Division of Elections

<http://www.elections.alaska.gov>

**Region 1**  
**P.O. 110018**  
**Juneau, AK 99811-0018**



Lauri Wilson, Supervisor  
P: 907-465-3021  
F: 907-465-2289

**Director's Office**  
**P.O. Box 110017**  
**Juneau, AK 99811-0017**

Gail Fenumiai, Director  
P: 907-465-4611  
F: 907-465-3203

# FILING FOR OFFICE - GENERAL INFORMATION

## Candidate Qualifications

### Mayor and Assembly Member

- Qualified voter of the City and Borough of Sitka.
- Reside in Sitka continuously during the twelve (12) months prior to the election.

### School Board Member

- Qualified voter of the City and Borough of Sitka.
- Reside in Sitka for thirty (30) days prior to the election.

**The 2022 candidate filing period opens at 8:00 a.m. on July 18 and closes at 5:00 p.m. on August 5.**

## Biographical Information

A candidate for elected office shall provide the Municipal Clerk with a typewritten, or preferably, electronic biographical information of not more than one hundred fifty (150) words, a recent photo, and an advocacy statement of not more than two hundred fifty (250) words.

All information must be received by August 19, 2022.

## Financial Disclosure Statement

Upon declaration of candidacy and annually, candidates are required to file a City and Borough of Sitka *Financial Disclosure Statement* form.

Candidates shall be exempted from all requirements of Alaska Statute 39.50, relating to disclosure of financial and business interests and conflict of interest.

## Write-In candidates

Write-in candidates must register and file with the Municipal Clerk and complete a *Form of Intent* no later than five (5) days before the election (September 29, 2022).

**Carefully read the “Filing for Office - General Information” page to ensure you meet all requirements BEFORE you file for office.**

**NOTE: This section is for general information only.  
A candidate is responsible for reviewing the specifics of the law.**

## Instructions for Filing

Candidate filing opens at 8:00 a.m. on July 18 and closes at 5:00 p.m. on August 5.



### Complete and submit all items below:

- 1) *Acceptance of Nomination* form.
- 2) *Nomination Petition* – Collect twenty-five (25) or more signatures from qualified voters of Sitka. Each signature must include the signer's place of residence with the street and house number, or other clear description. No elector shall sign more than one petition for each office to be filled. Collecting more than twenty-five (25) signatures is recommended as some signatures are illegible, or the signer is not a registered Sitka voter. Sign and have your petition notarized. (It may be notarized at the Municipal Clerk's office at the time of filing.)
- 3) *Financial Disclosure Statement* form.
- 4) Biographical Information of not more than one hundred fifty (150) words, a recent photo, and an advocacy statement of not more than two hundred fifty (250) words is **DUE BY AUGUST 19 at 5:00 p.m.**

**NOTE: A candidate may withdraw their nomination by written notice no later than 5:00 p.m. on the 46<sup>th</sup> day before the election (August 19, 2022).**

## CAMPAIGNING

### THE FOLLOWING REQUIREMENT APPLIES TO ALL CANDIDATES:

All political communications must contain a "paid for by" identifier which includes the words "paid for by" followed by the name and address of the candidate, group, or individual paying for the communication. Political communication includes media and print ads, fundraiser invitations, yard signs, bumper stickers, etc. Candidates and groups may identify the name of their campaign chairperson, but this is not required.

If the communication results from an independent expenditure, it must also include the following: "This NOTICE TO VOTERS is required by Alaska law. I/We certify that this mailing/literature/advertisement is not authorized, paid for, or approved by the candidate." There is a fine for inadequate or missing identifiers.



The Alaska Public Offices Commission (APOC) is a campaign advertising resource.  
For questions or additional information, contact:

**APOC Anchorage Office**  
2221 East Northern Lights Blvd., #128,  
Anchorage, Alaska 99508

**P: 800-478-4179 or 907-276-4176      F: 907-276-7018**

# SITKA GENERAL CODE: EXCERPTS FOR ELECTIONS

## **2.40.060 Voter qualifications.**

A person may vote at any municipal election who:

- A. Is at least eighteen years of age; and
- B. Has been a resident of the municipality for at least thirty days immediately prior to the election; and
- C. Is a citizen of the United States; and
- D. Is qualified to vote in state elections; and
- E. Is registered to vote in state elections in the precinct in which that person seeks to vote in municipal elections. (Ord. 86-689 § 4, 1986; Ord. 83-557 § 4 (part), 1983.)

## **2.40.070 Candidate qualifications.**

A qualified elector who has resided continuously in the municipality during the twelve months immediately preceding the election may serve in an elective municipal assembly office including mayor. Qualifications for school board shall be set out in A.S. 14.12.080.

Petition. Nomination shall be by petition specifying the position sought on a form prescribed by the assembly, but the right to elect a qualified candidate by write-in vote shall not be limited. Such petition shall be signed by not less than twenty-five qualified municipal voters. No elector shall sign more than one petition for each office to be filled. If they do so, their signature shall be valid only on the first sufficient petition filed for the office. To each nominating petition shall be attached an affidavit of the circulator thereof, indicating the number of signers of the petition and stating that each signature appended thereto was made in their presence and is the genuine signature of the person whose name it purports to be. With each signature shall be stated the signer's place of residence, identified by street number or other sufficient description. Petitions may include a space for printing the signatory names to aid the clerk in their identification. (Ord. 83-557 § 4 (part), 1983.)

## **IV. Nomination of Candidates**

### **2.40.080 Notice of offices to be filled.**

At least ninety days before each regular election the municipal clerk shall publish a notice of offices to be filled at the election and the manner of making nominations. (Ord. 05-28 § 4 (part), 2005; Ord. 83-557 § 4 (part), 1983.)

### **2.40.090 Filing and review.**

All nomination papers comprising a petition shall be assembled and filed with the municipal clerk as one instrument not earlier than eighty days nor later than sixty days before the election. The municipal clerk shall make a record of the exact time at which each petition is filed. The petition with the name and address of the person by whom it is filed shall be preserved for two months after the election is certified. If the petitions for any candidate are not signed by the required number of qualified electors, the municipal clerk shall notify the candidate and the person who filed the petition within five days after filing, either in person or by registered or

certified mail or similar special mail. If the petition is insufficient in any other particular, the municipal clerk shall return it immediately in the same manner to the person who filed it, certifying in writing wherein the petition is insufficient. Such deficient or insufficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate if filed within the regular time for filing. (Ord. 05-28 § 4 (part), 2005; Ord. 84-588 § 4(B), 1984; Ord. 83-557 § 4 (part), 1983.)

#### **2.40.095 Candidate biographical information.**

A candidate for elected office shall provide the municipal clerk with biographical information of not more than one hundred fifty words, a recent photo of the candidate, and a candidate's advocacy statement of not more than two hundred fifty words for publication on the municipal website. All information must be received by the municipal clerk no later than five p.m. on the forty-sixth day before the election. A candidate may not make a change to the candidate's biographical information or advocacy statement after the deadline. A candidate's biographical information and advocacy statement must be submitted typewritten or, preferably, transmitted electronically. An article (i.e., a, and, the) will be counted as one word. Any words included in the candidate's biographical information or advocacy statement beyond the allowed word counts will not be published. The municipal clerk can provide the candidate with acceptable topics for the biographical information and advocacy statement. The municipal clerk may reject any portion of a candidate's biographical information or advocacy statement containing obscene, libelous, profane, slanderous or defamatory material. (Ord. 15-31 § 4, 2015; Ord. 14-34 § 4 (part), 2014.)

#### **2.40.100 Acceptance of nomination.**

No nominating petition may be accepted by the municipal clerk unless it is accompanied by a public official financial disclosure statement of the candidate as required by Alaska law and a signed acceptance of the nomination by the person nominated. The acceptance shall indicate the candidate's state voter registration number and the length of time they have resided in the municipality and any other information requested. (Ord. 15-15 § 4 (part), 2015; Ord. 83-557 § 4 (part), 1983.)

#### **2.40.110 Withdrawal or amendment of nomination.**

Any candidate nominated may withdraw their nomination not later than five p.m. on the forty-sixth day before the election by appropriate written notice to the municipal clerk. The municipal clerk will notify the media and public of the withdrawal. However, the ballots will not be modified to reflect the change unless the ballots have not yet been programmed and/or ordered. (Ord. 14-34 § 4 (part), 2014; Ord. 83-557 § 4 (part), 1983.)

#### **2.40.115 Write-in candidates.**

If a qualified elector wishes to be a candidate in an election, but failed to properly file before the deadline, that person may file as a write-in candidate by following rules established by the municipal clerk. The write-in candidate must register with the municipal clerk and complete a form of intent not later than five days before the election. Votes for a write-in candidate will not be counted unless that candidate has properly filed with the municipal clerk and the ballot is marked in accordance with this chapter. (Ord. 14-34 § 4 (part), 2014.)

# SITKA GENERAL CODE: Excerpts for Assembly and Public Participation

## **2.04.050 Conduct of debate and discussion.**

- A. When desiring to speak, assembly members and staff shall respectfully address the presiding officer, and shall refrain from speaking until recognized by the presiding officer.
- B. Members of the assembly will be recognized by the presiding officer by name. The presiding officer shall determine who shall speak first when two or more members request recognition at the same time.
- C. The presiding officer shall preserve order and decorum at all times and shall make such rulings as deemed necessary to preserve order and decorum.
- D. Any assembly member may challenge a ruling of the presiding officer by motion, and, if duly seconded will proceed to a vote. The presiding officer's ruling shall stand unless overridden by a majority vote of the assembly.
- E. During assembly debate on a motion, an assembly member may speak more than once with priority of access to the floor given to members who have not spoken on the motion. Members shall speak to the subject under debate, endeavor to provide the body with relevant facts and arguments, and shall strive to avoid redundancy.
- F. After obtaining recognition from the presiding officer, an assembly member may ask direct questions of another member, municipal staff and/or members of boards, commissions, and committees or to a person appearing before the assembly.
- G. Assembly members and staff shall speak and refer to each other in a respectful manner and shall not attack the motives of others.
- H. The administrator may participate in the same manner as an assembly member.
- I. The municipal clerk may comment on parliamentary procedure. The municipal attorney may comment on procedural and legal issues.
- J. Parties to an appeal may testify in a quasi-judicial administrative or adjudicatory proceeding, except as provided otherwise in the code.
- K. Consideration of an ordinance by paragraph shall not be required unless demanded. A demand that consideration by paragraph take place may be overridden by a majority vote of the assembly.

## **2.04.130 Public participation.**

- A. Rules for public participation. There shall be an opportunity for public participation on agenda items and "Persons to be heard" at each regular meeting, special meeting, and emergency meeting of the assembly. Agenda items are those appearing on the consent



agenda; board, commission, and committee appointments; unfinished business; and, new business. Public participation on "discussion/direction/decision" items, under new business, is allowed when authorized by the presiding officer or a majority vote of the assembly.

1. The presiding officer shall instruct members of the public that the testimony time available is not to exceed three minutes per individual on each item, unless the presiding officer imposes other time constraints at the beginning of the agenda item. Such time limits may be overridden by a majority vote of the assembly.
  2. No person shall speak during a meeting until that person is recognized by the presiding officer. Upon recognition that person shall state their full name for the record.
  3. All persons shall speak to the assembly as a whole and not to individual assembly members, or to members of the public.
  4. Assembly members shall refrain from engaging in discussion with the person testifying or answering questions directed by the person testifying.
  5. All persons testifying shall immediately cease speaking when notified by the presiding officer that the allotted time has expired.
  6. An inquiry made by a member of the public regarding municipal business may be referred to the administrator. An answer shall not be provided at the meeting by the assembly or staff. By majority vote of the assembly, the assembly may direct the administrator or municipal attorney to report back to the assembly regarding the inquiry made by a member of the public at a meeting.
- B. Rules of order and decorum.
1. The presiding officer shall preserve order and decorum at all times and shall make such rulings as deemed necessary to preserve order and decorum.
  2. A member of the public shall not engage in the assembly debate or deliberations.
  3. A person addressing the assembly shall not make personal, impertinent, unduly repetitive, slanderous, or profane remarks to the assembly, staff, or general public, nor use loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or otherwise impedes the orderly conduct and decorum of any meeting.
  4. All persons attending any meeting must observe the assembly's rules of procedure and adhere to the same standards of order and decorum as members of the assembly. Persons in the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, clapping of hands, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct and decorum of any meeting.
- C. Enforcement of order and decorum. At the discretion of the presiding officer or upon majority vote of the assembly, the presiding officer may order the removal of any person committing any of the following acts of disruptive conduct with respect to a regular

meeting, special meeting, emergency meeting, adjourned meeting, or work session of the assembly:

1. Disorderly, contemptuous or insolent behavior toward the assembly or any member thereof, which interrupts the due and orderly course of the meeting;
2. A breach of the peace, boisterous conduct or violent disturbance, which interrupts the due and orderly course of the meeting;
3. Disobedience of any lawful order of the presiding officer, which shall include an order to be seated or to refrain from addressing the assembly; and,
4. Any other interference which interrupts the due and orderly course of the meeting.

Any person so removed shall be excluded from further attendance at the meeting from which they have been removed, unless permission to attend is granted upon motion made and adopted by a majority vote of the assembly before the next agenda item.

#### **2.04.185 Remote participation by the mayor and assembly members.**

- A. The mayor or any assembly member may participate in and vote at a regular meeting, special meeting, emergency meeting, or work session of the assembly by remote participation (videoconferencing or similar technology) provided the following circumstances are met:
  1. The meeting or work session is held with a quorum of members physically present, except as provided in subsection H of this section;
  2. Reasonable technical capabilities are available at the meeting location to allow the member(s) to participate, to include being able to hear and engage in discussion, and being audible to all persons participating in the meeting;
  3. The member(s) participating remotely has/have the ability to obtain the meeting agenda and other pertinent documents to be discussed and/or acted upon;
  4. The member(s) participating remotely shall make every effort to participate in the entire meeting and must have their video turned on except during breaks.
  5. For executive session, the member(s) shall participate by telephone, not videoconference. The member(s) participating shall acknowledge that there is no other person(s) with the member(s) or in close enough proximity to hear the executive session discussion. Member(s) participating remotely are prohibited from electronically recording or taking notes in the executive session.
- B. The mayor, or the presiding officer in the absence of the mayor, shall not preside over a meeting in which they are participating remotely, except as provided in subsection H of this section.
- C. No more than the first three members to contact the municipal clerk requesting remote participation at a particular meeting may participate remotely, except as provided in subsection H of this section.

- D. The member shall notify the municipal clerk and the presiding officer at least 24 hours in advance of their intent to participate remotely in a meeting or work session.
- E. If the remote connection cannot be made or is made and then lost, the meeting shall commence or continue as scheduled and the municipal clerk shall attempt to establish or restore the connection, provided that if the member(s) participating remotely is/are necessary to achieve a quorum, the meeting shall recess or adjourn as necessary until the remote connection is established or restored.
- F. All voting at the meeting when a member(s) is/are participating remotely shall be by roll call vote.
- G. For the mayor and other assembly members, remote participation is limited to four regular meetings during the twelve-month period. This twelve-month period begins at the first regular meeting of the assembly after the regular election in October. Remote participation by the mayor or a member will not be allowed consecutively for more than two regular meetings. Remote participation in a meeting while out of town on municipal business does not count toward the four times for which remote participation is limited or toward the two consecutive regular meetings limit on remote participation.
- H. When the administrator, assembly, governor, or federal government has declared an emergency, a quorum of assembly members may be established with the combined total of members participating physically, partially remote, or entirely remote. In this instance the mayor, or presiding officer, may preside over the meeting remotely. When an emergency has been declared, limits established in subsection G don't apply.
- I. The mayor or any assembly member(s) who participate(s) remotely shall not be charged for any costs associated with remote participation.

#### **2.04.186 Telephonic participation by the public.**

- A. Any member(s) of the public may request to provide comment by telephone on any agenda item or "Persons to be heard" which allows for public participation under Section 2.04.130(A). To participate by telephone, the person shall provide the municipal clerk with a telephone contact number and indicate which agenda item(s) they wish to provide comment on by 5:00 p.m. on the Monday before the Tuesday regular meeting, and at least 24 hours before any special or emergency assembly meeting, when such notice is reasonably practicable. The municipal clerk will call that phone number during the public participation section on the agenda item or during "Persons to be heard". If the person is not available at the time of public comment for the item, the presiding officer will move to the next person. A person participating by telephone must be able to hear and engage in discussion and be audible to all persons participating in the meeting.
- B. Any member(s) of the public who participates by telephone shall not be charged for any costs associated with telephonic participation.
- C. Public participation rules and enforcement in Section 2.04.130 apply to members of the public participating by telephone.

# CANDIDATE INFORMATION

## Mayor

### **GENERAL**

The Mayor is elected by qualified voters of the City and Borough of Sitka for a two-year term and is a member of the Assembly as the presiding officer. The Mayor signs legislation, acts as the ceremonial head, signs documents on behalf of the Assembly upon authorization, and confirms the agenda as prepared by the Municipal Administrator. The Mayor reviews the agenda with the Municipal Administrator and Municipal Clerk on the Wednesday afternoon preceding the Assembly meeting. The Mayor is required to file an annual *Financial Disclosure Statement*.

### **MEETINGS** - *Regular Meetings, Special Meetings, Work Sessions*

The Assembly holds regular meetings twice a month on the second and fourth Tuesday's beginning at 6:00 p.m. The Mayor conducts the Assembly meetings. Meetings follow a prescribed agenda and Roberts Rules of Order are followed unless the Charter or Sitka General Code states otherwise. Special meetings may be held at any time upon call, briefly stating the purpose by either the Mayor or four or more members, and whenever practical with no less than six (6) hours' notice to each member. Occasionally, work sessions are held, which are information gathering sessions where no Assembly action may occur. Remote participation (videoconferencing) is limited to four times a year from October to October and is not allowed consecutively for more than two regular meetings. An elected official shall forfeit their office if they fail to attend three consecutive regular meetings of the Assembly without being excused by the Assembly.

### *Board of Adjustment*

The Assembly acts as the Board of Adjustment for the purpose of hearing appeals from decisions of the Planning Commission on requests for variances, conditional uses, and appeals of administrative approvals or denials. Meetings of the Board of Adjustment are called throughout the year on an as-needed basis.

### *Board of Equalization*

The Assembly sits as the Board of Equalization on the first Monday in May to examine the assessment roll, to equalize and revise the assessment for the current year, and to hear complaints and protests on the part of taxpayers or of property assessed.

### *Budget*

Special Assembly meetings are held January to April to review the Municipal Administrator's budget and make recommendations for the upcoming fiscal year (July 1 - June 30).

### **REIMBURSEMENT**

The Mayor receives a salary of \$500 per month. While traveling on city business, the city provides the Mayor payment for per diem, hotels, and airfare.

## Assembly

### **GENERAL**

The Assembly consists of seven members, one of whom is the Mayor serving as presiding officer. Assembly members are elected at-large by qualified voters of the City and Borough of Sitka for three-year terms. At the same meeting at which the Assembly elects from its membership a Deputy Mayor, the Assembly also elects a Vice Deputy Mayor. Assembly members are required to file an annual *Financial Disclosure Statement*.

The Assembly is the legislative body of the city and is responsible for the appointment of the Municipal Administrator and Municipal Attorney. All other employees of the city work for those individuals.

### **MEETINGS** - *Regular Meetings, Special Meetings, Work Sessions*

The Assembly holds regular meetings twice a month on the second and fourth Tuesday's beginning at 6:00 p.m. The Mayor conducts the Assembly meetings. Meetings follow a prescribed agenda and Roberts Rules of Order are followed unless the Charter or Sitka General Code states otherwise. Special meetings may be held at any time upon call, briefly stating the purpose by either the Mayor or four or more members, and whenever practical with no less than six (6) hours' notice to each member. Occasionally, work sessions are held. These are information gathering sessions where no Assembly action may occur. Remote participation (videoconferencing) is limited to four times a year from October to October and is not allowed consecutively for more than two regular meetings. An elected official shall forfeit their office if they fail to attend three consecutive regular meetings of the Assembly without being excused by the Assembly.

### *Board of Adjustment*

The Assembly acts as the Board of Adjustment for the purpose of hearing appeals from decisions of the Planning Commission on requests for variances, conditional uses, and appeals of administrative approvals or denials. Meetings of the Board of Adjustment are called throughout the year on an as-needed basis.

### *Board of Equalization*

The Assembly sits as the Board of Equalization on the first Monday in May to examine the assessment roll, to equalize and revise the assessment for the current year, and to hear complaints and protests on the part of taxpayers or of property assessed.

### *Budget*

Special Assembly meetings are held January to April to review the Municipal Administrator's budget and make recommendations for the upcoming fiscal year (July 1 - June 30).

### **REIMBURSEMENT**

Each Assembly Member receives a salary of \$300 per month. While traveling on city business, the city provides Assembly members payment for per diem, hotels, and airfare.

## School Board

### **GENERAL**

The School Board consists of five members. School Board members are elected for three-year terms unless they are filling out the term of a prior School Board member. Any person who is a qualified voter of the City and Borough of Sitka and has resided in Sitka for thirty (30) days prior to the election is eligible for Board membership.

The Board is responsible for the general control and direction of education in the district and is empowered to carry on and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law.

Board members are required to file an annual *Financial Disclosure Statement*.

### **MEETINGS** - Regular, Work Sessions, Committee

The School Board meets once a month generally on the first Wednesday. Special meetings of the Board may be called by a majority of Board members.

#### *Work Sessions*

During the annual budget preparation, January through April, budget hearings and work sessions are scheduled in addition to the regular meetings. Periodically, work sessions may also be scheduled for special topics.

#### *Committees*

There are a number of standing committees to which Board members are appointed. The committees meet as needed. In addition, Board members may act as liaisons to the different schools and the home school program.



# QUALIFICATION OF VOTERS

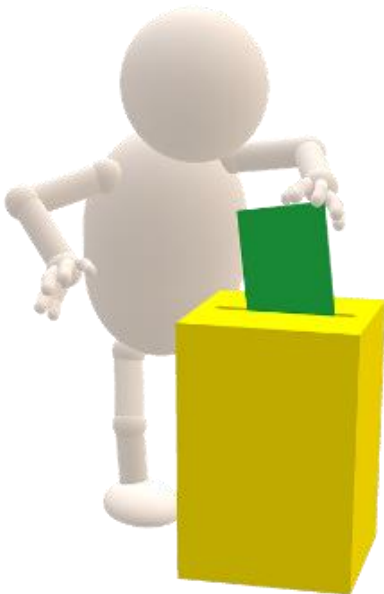
A person is qualified to vote in the City and Borough of Sitka elections who is registered to vote in state elections at a residence address within the City and Borough of Sitka at least thirty (30) days before the election at which the person seeks to vote.



# ABSENTEE VOTING PROCEDURES

## **Absentee Voting in Person**

A qualified voter may cast an absentee ballot on or after the day the ballots are available from the Municipal Clerk up to and including election day in a location and at times determined by the Municipal Clerk.



## **Absentee Voting by Mail**

A qualified voter may apply to the Municipal Clerk for absentee voting by mail-in ballot. Application for an absentee ballot by mail must be postmarked not more than ninety (90) days nor less than seven (7) days before an election.

## **Absentee Voting by Electronic Transmission**

Although this should be considered a last alternative, voters may cast a ballot by electronic transmission with the Municipal Clerk (if other choices are unavailable to the voter) by submitting an application form to the Municipal Clerk.

## **Assisted Voting**

A qualified voter who is unable to go to the polls due to age, serious illness, or disability, may apply to the Municipal Clerk or designee for an absentee ballot through a personal representative.

# Assembly Annual Events

*The following is a general event calendar for the City and Borough of Sitka Assembly. There will be additional items that arise, but this provides a general overview of what an elected official can expect in a year.*

| <b>EVENT</b>   | <b>TIME FRAME</b>                                | <b>PARTIES INVOLVED</b>   |
|--|--|---|
| Regular Municipal Election   | <b>1<sup>st</sup> Tuesday in October</b>         | Citizens  |
| Deputy Mayor & Vice Deputy Mayor Appointments, Liaison Assignments | <b>1<sup>st</sup> regular meeting in October</b> | Assembly Members  |
| AML NEO/Annual Conference  | <b>1<sup>st</sup> Week December</b>              | Newly Elected Officials<br>Mayor<br>Municipal Administrator<br>Public & Govt Relations Dir. |
| Budget Preparation and Special Meetings                            | <b>January - April</b>                           | Finance Director<br>Municipal Administrator<br>Assembly Members                             |
| Legislative Fly-In   | <b>February</b>                                  | Mayor<br>Municipal Administrator<br>Public & Govt Relations Dir.                            |
| Federal Lobby Trip   | <b>April</b>                                     | Mayor<br>Municipal Administrator<br>Public & Govt Relations Dir.                            |
| Board of Equalization  | <b>1<sup>st</sup> Monday in May</b>              | Assessing Staff<br>Assembly Members   |
| Filing for Office Begins   | <b>Mid July</b>                                  | Candidates for Election   |
| Deadline for Ballot Items  | <b>Second regular meeting in July</b>            | Municipal Administrator<br>Assembly Members   |
| SE Conference Annual Meeting                                       | <b>September</b>                                 | Mayor<br>Municipal Administrator<br>Public & Govt Relations Dir.                            |