

Municipality of Anchorage

2012 Filing for Service Area Board of Supervisors



Office of the Municipal Clerk
632 West 5th Avenue, #250, Anchorage
PO Box 196650, Anchorage, Alaska 99519-6650
Telephone: 343-4311
Fax: 343-4313

MUNICIPALITY OF ANCHORAGE

OFFICE OF THE CLERK FILING INSTRUCTIONS

Service Area Board of Supervisors Candidates

ATTENTION: NEW PROCEDURE FOR FILING FORMS WITH APOC

The following forms must be filed with the Municipal Clerk's Office, City Hall, 632 W. 6th Avenue, Suite 250, Anchorage, Alaska.

Filing Opens January 27th, 2012 at 8:00 a.m.

Closes February 10th, 2012 at 5:00 p.m.

- **Declaration of Candidacy** This form **must** be notarized. Notaries are available at the Municipal Clerk's Office. For any questions on this form call the Clerk's Office at 343-4311.
- **Public Official Financial Disclosure Statement "Exemption Form"** **ALL APOC FILES MUST BE SUBMITTED ONLINE** Service Area Board of Supervisor candidates **may be exempted** from filing a Public Official Financial Disclosure if you do not accept, personally contribute, or spend more than \$5,000 for your campaign. After filing online, print out the provided copy, sign and submit with declaration of candidacy to the Municipal Clerk's Office. Electronic Filing Instructions: <http://doa.alaska.gov/apoc/ElectronicFiling.html> You will be required to set up a myAlaska account if you have not already done so (*same user name and password used when filing Permanent Fund Check*) Any questions regarding the completion of your POFD are to be directed to APOC at 276-4176.
- **Public Official Financial Disclosure Form (POFD)** Service Area & Limited Road Service Area Board of Supervisor Candidates **must** complete a Public Official Financial Disclosure Statement if you accept, personally contribute, or spend more than \$5,000 for your campaign.
- **Withdrawal form** Candidates withdrawing must submit (notarized) to the Municipal Clerks Office, no later than 5:00 p.m. Tuesday, **February 14th, 2012.**

The following documents have been included for your information:

Service Area Board of Supervisors

- Declaration of Candidacy
- Candidate Withdrawal Form
- Anchorage Election Municipal Code Index
- Election Calendar 2012

Municipality of Anchorage Declaration of Candidacy

Service Area Board of Supervisors Seat

I hereby declare my candidacy for the office of _____
Service Area Board of Supervisors of the Municipality of Anchorage and agree to serve, if
elected, for a ___ year term, expiring with certification of the April 2015 elections results.
I do hereby swear (affirm) that:

- (1) I am a resident of the Municipality of Anchorage and that I have been a resident of _____ Service Area for three months immediately preceding the April 3, 2012 election; must have been resident of service area as of January 3, 2012.
- (2) I am a qualified voter of the Municipality of Anchorage and the State of Alaska.
- (3) I meet all qualifications as set forth in AMC 28.30.020.

It is further understood that I may withdraw my declaration of candidacy no later than 5:00 p.m. on February 14, 2012, by submitting a written notice of withdrawal to the Municipal Clerk in accordance with AMC 28.30.030D. The following information will also appear on the Municipal election website.

Candidate Name

Name as it should appear on ballot

Residence Address, Street, City, ST, ZIP

Home Telephone Number

Mailing Address, City, ST, ZIP

Office & FAX Telephone Numbers

Email Address

Website address

I hereby swear (affirm) that the above declaration and all statements contained therein are true and correct.

_____ DATED THIS ____ day of _____, 2012

Signature of Candidate

State of Alaska)
)SS
Third Judicial District)

THIS IS TO CERTIFY that on this ____ day of _____, 2012, before me the undersigned, a Notary Public in and for the State of Alaska, personally appeared _____ known to me and known to be the individual named in and who executed the foregoing instrument and he/she acknowledged to me that he/she signed the same freely and voluntarily for the uses and purposes therein stated.

WITNESS my hand and official seal the day and year last written above.

Notary Public in and for Alaska
My Commission expires: _____

Municipality of Anchorage

Candidate Withdrawal Request



I _____, hereby withdraw my candidacy for

_____ from the Municipality of Anchorage April 3, 2012

Regular Election ballot.

Candidate Signature

State of Alaska)
)SS
Third Judicial District)

This certifies that on the _____ day of _____, 2012, before me, the undersigned Notary Public in and for the State of Alaska, duly sworn and commissioned as such, personally appeared _____ known to me and known to be the individual who executed the foregoing instrument, and he/she acknowledged to me that he/she signed the same freely and voluntarily for the uses and purposes therein contained.

Witness my hand and official seal the date and year first above written.

Notary Public for the State of Alaska

My Commission expires: _____

Municipal Code Chapter 28.30 QUALIFICATIONS*

***Charter references:** Candidates for mayor, [§ 5.01](#); candidates for assembly, [§ 4.02](#); candidates for school board, [§ 6.02](#).

[28.30.010 Voter qualifications.](#)

[28.30.020 Qualifications of candidates for service area board of supervisors.](#)

[28.30.030 Declaration of candidacy.](#)

[28.30.040 Review of candidate qualifications.](#)

[28.30.050 Prohibitions.](#)

28.30.010 Voter qualifications.

A. To vote in any municipal election, a person must be:

1. A qualified voter of the state;
2. A resident of the municipality for 30 days immediately preceding the election; and
3. Registered to vote in state elections at a residence address within the municipality at least 30 days before the municipal election at which the person seeks to vote. In order to cast a valid vote for a candidate or a ballot measure relating to a specific local election district or service area, the voter shall be registered 30 days before the municipal election at a residence address within the boundaries of that district or service area.

(GAAB 7.05.030; CAC 2.68.100; AO No. 80-101; AO No. 85-75; AO No. 90-69; AO No. 2004-176, § 2, 6-1-05) **State law references:** Qualifications of electors, AS 29.26.050.

28.30.020 Qualifications of candidates for service area board of supervisors.

A candidate for a service area board of supervisors shall be:

1. A qualified voter of the municipality; and
2. A resident of the service area for at least three months immediately preceding the election.

(CAC 2.68.420; AO No. 80-50; AO No. 85-75; AO No. 86-105; AO No. 91-20)

Charter references: Candidate qualifications for assembly, [§ 4.02](#), candidate qualifications for mayor, [§ 5.01](#); candidate qualifications for school board, [§ 6.02](#).

28.30.030 Declaration of candidacy.

A. *Nomination of candidates.* A candidate for municipal office is nominated by executing a declaration of candidacy under oath and filing it with the municipal clerk in accordance with this section.

B. *Form and contents.* A declaration of candidacy shall be in a form provided by the municipal clerk and shall state the following:

1. The full name of the candidate, and the manner in which he wishes his name to appear on the ballot.
2. The full residence and mailing addresses of the candidate.
3. The office for which the candidate declares.
4. That the candidate is qualified for the office as provided by law.
5. Any other information that the municipal clerk reasonably requires to determine whether the candidate is qualified for the office as provided by law.

C. *Time of filing.* Declarations of candidacy shall be filed with the municipal clerk no earlier than 67 days and no later than 53 days before a regular election, and no earlier than 35 days and no later than 28 days before a special election.

D. *Withdrawal.* A candidate may withdraw his declaration of candidacy no later than 46 days before a regular election and 28 days before a special election, by filing with the municipal clerk a statement under oath containing the name of the candidate, the office for which the candidate declared, and that the candidate is withdrawing his candidacy for that office.

E. *Notification of deficiency.* No later than four days after a declaration of candidacy has been filed, the municipal clerk shall notify the candidate that the declaration is in proper form, or return the declaration to the candidate with a statement why it is deficient. A declaration found to be deficient may be refiled, with or

without corrections, within the time for filing declarations of candidacy. (GAAB Ord. No. 75-82; AO No. 80-101; AO No. 85-75; AO No. 89-80; AO No. 91-50)

28.30.040 Review of candidate qualifications.

The municipal clerk shall determine whether each candidate for municipal office is qualified as provided by law. At any time before the election the municipal clerk may disqualify any candidate whom the municipal clerk finds is not qualified. A candidate who is disqualified may request a hearing before the municipal clerk under [Chapter 3.60](#). The hearing shall be held no later than five days after the request unless the candidate agrees in writing to a later date.

(GAAB Ord. No. 75-82; AO No. 80-101; AO No. 85-75)

28.30.050 Prohibitions.

A. A person may not serve simultaneously as mayor and as a member of the assembly, as mayor and a member of the school board, or as a member of the assembly and member of the school board.

B. No elected official of the municipality may hold any other compensated municipal office or municipal employment, or elected position in the state or federal government, while in office.

C. A candidate for office in an election may not act as an election official in that election.

(GAAB Ord. No. 75-82; AO No. 80-101; AO No. 85-75)

Municipality of Anchorage Charter

Section	Title
Charter	Municipality of Anchorage
4.02	Assembly Qualifications
5.01	Office of the Mayor
6.02	School Board Qualifications
11.02	Elections
12.03	AMATS Policy Committee Members, Proposition 1, 1998 election
17.03	Conflict of Interest
17.04	Prohibitions
17.05	Public Meetings

Excerpts for the Anchorage Municipal Code

Section	Title
1.15	Conflict of Interest
1.25	Public Meetings
9.14.080	Unauthorized Signs etc.
21.45.160	Signs
25.70.010	Local Amendments to Uniform Sign Code
28	Posting Signs or Advertising Matter, Elections AO 99-113
28.20.010	Time for Elections
28.40.010	Form
28.60.050	Voting By-Mail
28.80.040	Ballot Review Standards

A complete copy of the Anchorage Charter and Anchorage Municipal Code (AMC) may be reviewed in the Municipal Clerk's Office or online at www.muni.org.



MUNICIPALITY OF ANCHORAGE
APRIL 3, 2012
REGULAR ELECTION CALENDAR

907-243-VOTE (8683)
www.muni.org/elections
elections@muni.org

Date	Action	Code Reference
January 2, 2012	Last Day to Submit Petition Signatures	Charter 3.02 B
January 17, 2012	Introduction of Ordinances for the April Ballot to Allow for Public Hearing (Assembly Meeting)	AMC 28.20.015
January 27, 2012	Notice of Vacancy Posted	AMC 28.20.030 (at least 67 days)
January 27, 2012	Filing For Office Opens 8AM	AMC 28.30.030 C
January 31, 2012	Final Public Hearing/Action on Ballot Propositions (Assembly Meeting)	AMC 28.20.015 (63 Days)
February 10, 2012	Filing for Office Closes	AMC 28.30.030 C (53 Days)
February 14, 2012	Last day Candidates can Withdraw	AMC 28.30.030 D (49 Days)
February 18, 2012	Notice of Election Posted	AMC 28.20.040 A 1 (45 Days)
March 4, 2012	Notice of Bonded Indebtedness Posted	AMC 28.30.060 A (30 days)
March 4, 2012	Last Day to Register to Vote for April	AMC 28.30.010
March 14, 2012	Notice of Polling Places Posted	AMC 28.20.050 A (20 Days)
March 19, 2012	Absentee Voting begins at City Hall & Loussac Library	AMC 28.40.020 A
March 26, 2012	Absentee Voting begins at Chugiak Senior Center	AMC 28.40.020 A
March 27, 2012	Last Day to Request Ballot by Mail/Fax	AMC 28.60.050 B
March 27, 2012	Election Commission begins Ballot Review	AMC 28.80.010
April 2, 2012	Notice of Election, Polling Places and Bonded Indebtedness Posted	AMC 28.20.040 B (1 Day)
April 3, 2012	Polling Places Open 7AM-8PM	AMC 28.20.040 B
April 13, 2012	Election Commission Public Canvass and Meeting-Adoption of Report and Final Count of Ballots	AMC 28.80.030 A
April 17, 2012	Certification of Regular Election (Assembly Meeting)	AMC 28.80.060