

# **ANCHORAGE ELECTION COMMISSION GUIDE**

**FOR CANVASS AND CERTIFICATION OF ELECTIONS**



**MUNICIPALITY OF ANCHORAGE**

**MUNICIPAL CLERK'S OFFICE**



## **MOA ELECTIONS**

**MOA ELECTION CENTER**  
619 East Ship Creek Avenue, Door D  
Anchorage, AK 99501  
907-243-VOTE (8683)  
907-343-4313 (main fax)  
elections@muni.org (email)  
www.muni.org/elections (website)

**MUNICIPAL CLERK'S OFFICE**  
632 West Sixth Avenue, Suite 250  
Anchorage, AK 99501  
907-343-4311 (main phone)  
907-343-4313 (main fax)  
wwmasmc@muni.org (email)  
www.muni.org/clerk (website)

**For questions about this manual, please call**  
**Jamie Heinz, Municipal Clerk, 907-343-4312**  
**Liz Edwards, Election Administrator, 907-343-4515**  
**Amy Solberg, Deputy Election Administrator, 907-343-4243**

**For additional information about Anchorage Municipal Elections,**  
**please call 243-VOTE (8683) or email elections@muni.org.**

# Table of Contents

---

<b>Introduction .....</b>	<b>4</b>
<b>Election Commission Duties, Rules and Practices .....</b>	<b>5</b>
<b>Preparing for and Holding the Public Session of Canvass .....</b>	<b>8</b>
<b>Election Certification Report .....</b>	<b>11</b>
<b>Ballot Reject Codes and Definitions .....</b>	<b>13</b>
<b>Brief Summary of Count &amp; Reject Codes .....</b>	<b>15</b>
<b>Count/No Count Guidelines .....</b>	<b>16</b>
<b>List of Terms .....</b>	<b>18</b>

# Introduction

---

Municipal elections may have a bigger impact on people's daily lives than state or federal elections because the typical issues on the ballot in municipal elections - bonds for schools and parks and roads and police and fire, as well as the candidates we elect for mayor, assembly, school board, and service areas - shape the immediate future of our community.

Our community expects that municipal elections are conducted in a fair and impartial manner. The MOA Elections Team in the Municipal Clerk's Office rises to this challenge through its Vision statement to "serve the community by implementing secure and accurate elections using fair and transparent practices." Ver 2.0

The Elections Mission statement, was also adopted in 2024:

"We implement fair, accurate, secure, and transparent elections: by partnering with industry professionals to strategically review and improve election practices; building and sustaining relationships with voters, election workers, and the greater community through education and communication; and increasing public involvement in the democratic process of local government." Ver. 2.0

The MOA Elections Team and all Election Officials are required to be qualified voters in the Municipality of Anchorage and take the oath of office to "... support and defend the Constitution of the United States, the Constitution of the State of Alaska and the Charter of Anchorage, and that I will faithfully perform the duties of Election Official to the best of my ability." AMC 28.50.100. Because the Municipal Clerk's Office administers municipal elections, Election Officials and the Clerk's Office staff, including the Municipal Clerk, are prohibited from engaging in partisan politics in any manner. AMC 2.20.055D.

The conduct of municipal elections is specified in the Anchorage Municipal Charter and Code and includes the following:

- All municipal elections shall be nonpartisan. Anchorage Municipal Charter 11.02(a)
- It is the policy of the municipality to encourage and assist voters in the exercise of their right to vote. AMC 28.150.010A.
- The Municipal Clerk's Office is responsible to prepare and conduct, and to preserve the integrity of, municipal elections. AMC 2.20.055B and AMC 28.150.030A.

The duties, rules, practices, and procedures detailed or referred to in this Anchorage Election Commission Guide are based on, and always have in mind, the Election Mission, vision, and the twin goals of providing voters the opportunity to exercise their right to vote and ensuring the municipal elections are conducted in an impartial manner where all legal votes are counted.

If you have any questions regarding this guide or the election process, please contact the MOA Elections Team or the Municipal Clerk's Office.

# Election Commission Duties, Rules and Practices

---

***The Anchorage Municipal Code is the source from which the Elections Team, the Municipal Clerk's Office, and the Election Commission derive their duties with respect to Municipal Elections, including the following:***

- The Municipal Clerk's Office is responsible "to prepare for and conduct the general and special elections of the municipality" as well as "to supervise all municipal elections... in accordance with..." the Charter and Title 28 of the Municipal Code. AMC 2.20.055B.2 and 28.10.020.
- The Anchorage Election Commission has the following responsibilities pursuant to AMC 28.120.060:
  - Act in an advisory capacity to the assembly and municipal clerk in the conduct of elections;
  - Study and recommend to the assembly and municipal clerk proposed ordinances relating to elections;
  - Serve as the canvass board for municipal elections;
  - If requested by the assembly, investigate election contests and report to the assembly its findings;
  - Make such other studies and recommendations relating to elections and perform such other duties as the assembly may assign;
  - Review and adjudicate the preliminary rejection of questioned and absentee ballot envelopes; and
  - Review the results of the election officials' tabulations. AMC 28.120.060.
  - Adopt a report of the results of the public session of canvass for submission to the Assembly. AMC 28.85.030A.
- The Anchorage Election Commission shall meet at the call of the commission chair, the chair of the assembly, or the municipal clerk. AMC 28.120.050.
- The Anchorage Election Commission is required to hold an organizational meeting each year. AMC 28.120.040. At the meeting, the Commission typically elects a Chair and a Vice-Chair (AMC 28.120.050) and in consideration of the election calendar, determines a meeting schedule to review its procedures and establish a training schedule.
  - Proceedings of the Anchorage Election Commission are open to the public. AMC 4.05.909 and 28.85.010A.
- The Election Commission must maintain voter confidentiality and the security of confidential information consistent with Municipal Code and Charter. AMC 28.70.020A; AMC 2.20.055C2; Anchorage Municipal Charter Sec. 17.07.
  - The public is prohibited from hindering the work of the Election Commission in the performance of its duties. AMC 28.80.015A and 28.50.210C.
  - Although brief questions may be asked of the Election Commission, most questions from the public about ballot processing should be directed to the Municipal Clerk or designee, the Election Administrator, the Deputy Election

# Election Commission Duties, Rules and Practices

---

Administrator, or another designated Election staff member to assist the public.  
AMC 28.50.300C and D.

***The rules and practices of the Municipal Clerk's Office, consistent with the requirements of Title 28, also guide the work of the Election Commission, including the following:***

- When reviewing rejected ballot envelopes or otherwise processing election materials, the Election Commission and Election Officials work in teams of two.
- The Election Commission and Election Officials are expected to be professional in their behavior and language during all proceedings.
- Election Commission Member questions about procedures, practices, or policies, may be directed to the Chair or Vice-Chair of the Election Commission.
  - If the Chair or Vice-Chair are not able to answer a question or do not answer a question to the satisfaction of the Election Commission Member, the Election Commission Member may contact the Election Administrator, the Deputy Election Administrator, or the Municipal Clerk.
  - If the Election Administrator, the Deputy Election Administrator, or the Municipal Clerk do not answer the questions or do not answer the questions to the satisfaction of the Election Commission Member, the Election Commission Member may request the Municipal Clerk to contact the Municipal Attorney.
  - The Municipal Attorney's answer is final as to the Municipality's legal posture on election procedures, practices, or policies.
  - Even so, if the Election Commission desires, it may include the question in the Election Commission's report to the Anchorage Assembly.
- The Election Commission will follow the same process used by the Review and Resolution Team when reviewing ballot envelopes and email and fax ballots. The Election Commission may review the Review and Resolution Team procedures as part of its annual meeting and training.
  - During the Public Session of Canvass, the Election Commission will review ballot envelopes sorted by "reject code" as defined in this Guide.

# Preparing for and Holding the Public Session of Canvass

---

The rules for the Election Commission's meeting in the Public Session of Canvass are specified the Municipal Code. AMC 28.85.010

- Election Officials shall conduct the ballot envelope review consistent with the timing, procedures and standards detailed in the Municipal Code. AMC 28.70.010 – Time; AMC 28.70.020 – Procedure; AMC 28.70.030 - Standards.
- If a ballot envelope is provisionally challenged (or potentially rejected) because a signature is missing or determined to be invalid, the Review and Resolution Team, on behalf of the Municipal Clerk, shall, within three days of initial adjudication of the envelope, send an Opportunity to Cure Letter to the voter explaining the lack of a valid signature. AMC 28.70.030D.
- If a ballot envelope is provisionally challenged (or potentially rejected) for reasons other than signature, the Review and Resolution Team, on behalf of the Municipal Clerk, may notify the voter in writing by providing notice or an Opportunity to Cure Letter by stating the reason for the provisional challenge. AMC 28.70.020; 28.70.030.
  - Although not required by code, the Review and Resolution Team will include in the Opportunity to Cure letter information about the date and time of the Public Session of Canvass and where the voter may meet with the Anchorage Election Commission to challenge the potential rejection of a ballot envelope.
  - All provisional challenges are subject to review by the Election Commission at the public session of canvass. AMC 28.70.020
- The Election Administrator or Deputy Election Administrator, in coordination with the Election Commission, schedules the Public Session of Canvass consistent with Municipal Code. AMC 28.85.010A (*on or before the third Friday after an election*).
- Immediately prior to the Public Session of Canvass, the Election Commission may meet on the record in a worksession to review the provisionally challenged ballot envelopes. The Municipal Clerk, Election Administrator, or Deputy Election Administrator presents the following:
  - A Final Report Worksheet with the categories of the provisionally challenged (potentially rejected) ballot envelopes by category or “reject code.”
  - A draft Public Canvass Report to the Election Commission.
    - The Public Session of Canvass Report will include the number of potentially rejected ballot envelopes for each “reject code” from the Final Report Worksheet.
    - It is important that Election Commission members participate in this review since all Election Commissioners sign the final report. A quorum is required in person for these quasi-judicial actions to be taken.
- The Election Administrator or Deputy Election Administrator prepares an agenda for the Public Session of Canvass, which includes discussion and review of the final draft Public Canvass Report.

# Preparing for and Holding the Public Session of Canvass

---

- The Election Commission holds the Public Session of Canvass consistent with the requirements of AMC Chapter 28.85 – Public Session of Canvass. At the Public Session of Canvass, the Election Commission Chair opens the meeting and follows the agenda.
  - The Commission announces the review of each “reject code” of provisionally challenged (or potentially rejected) ballot envelopes from the Final Report Worksheet. The provisionally challenged (or potentially rejected) ballot envelopes are available for Commission review.
  - The Commission allows public comment on each category of provisionally challenged (or potentially rejected) ballot envelopes from the Final Report Worksheet. The provisionally challenged (or potentially rejected) ballot envelopes are also available for public review upon following the procedures for observers in AMC 28.50.300. (The Municipal Clerk or designee shall have copies of the Observers Manual available.)
    - Any registered observer present at the public session of the canvass may, pursuant to AMC 28.20.020C:
      - 1. Challenge the name of a voter if the person has good reason to suspect that the voter is not qualified to vote at the election, or the ballot has not been properly cast under the standards in AMC 28.70.030.
      - 2. Challenge the rejection of a ballot envelope if the person has good reason to believe that the ballot envelope has not been properly rejected.
    - The observer making the challenge shall specify the basis of the challenge in writing. (The Municipal Clerk or designee will have available challenge forms from the Observers Manual.) The Election Commission, by majority vote, may accept a ballot envelope which results in the votes on the ballot in the envelope being counted or refuse to accept the ballot envelope of a person properly challenged, which results in the votes on the ballot in the envelope not being counted. If the ballot envelope is accepted the Commission may accept a partial ballot by authorizing the count of only those races and questions for which the voter was qualified. AMC 28.85.010B. & C.
    - The Municipal Clerk or designee maintains a copy of each written challenge.
  - After the opportunity for public comment or challenge, the Commission votes on each “reject code” tally of provisionally challenged (or potentially rejected) ballot envelopes from the Final Report Worksheet.
    - The Municipal Clerk or designee maintains a record of the Commission’s votes in each category.
  - After completing each category of provisionally challenged (or potentially rejected) ballot envelopes), the agenda includes the discussion and review of the Public Canvass Report.



## Preparing for and Holding the Public Session of Canvass

---

- The Commission may recess for the Municipal Clerk, Election Administrator, or Deputy Election Administrator to update the draft Public Canvass Report following the votes of the Commission.
  - The Commission adopts the Public Canvass Report with or without amendment and may allow final public comments. The Commission members sign the final Public Canvass Report and present it to the Municipal Clerk, the Election Administrator, or the Deputy Election Administrator.
  - The Municipal Clerk or designee records and maintains the minutes of the meeting.
- After the public session of canvass,
- The Election Administrator, Deputy Election Administrator, or Municipal Clerk, shall
    - Mail a notice of rejection to the voter for all ballot envelopes rejected by the Election Commission. The letter shall state the reason for the rejection and the date the Public Session of Canvass was held.
    - Place all the rejected ballot envelopes, unopened, shall be placed in a separate container or containers with statements of challenge, if applicable. The container or containers shall be labeled "rejected ballot envelopes" and shall be retained for a period of 30 days after the date of certification of the election. AMC 28.85.010

# Election Certification Report and Election Commission Report on Public Session of Canvass

---

The Municipal Clerk's Office prepares the Election Certification Report for the Anchorage Assembly.

- The Municipal Clerk's Office Election Certification Report may include the following:
  - The total number of ballots cast, including write-in votes if applicable. The total number of ballot packages mailed
  - The total number of replacement ballot packages mailed
  - The total number of electronic (email and fax) ballot packages distributed
  - The total number of in-person ballots cast
  - The total number of rejected ballot envelopes from the Election Commission Report
  - Other information the Municipal Clerk's Office chooses to include.
- The Election Administrator or Deputy Election Administrator also prepares an Election Commission Public Canvass Report after the Commission completes the review of provisionally challenged (or potentially rejected) ballot envelopes to determine if the ballot envelopes shall be accepted or rejected.
- The Election Commission's Public Canvass Report includes the following:  
REJECTED BALLOT ENVELOPES with list of ballot envelope rejection reasons such as the following:
  - Voter registered too late
  - Duplicate ballot envelope
  - Ballot envelope empty
  - Voter failed to provide identifying information
  - Voter is INACTIVE
  - Ballot not properly applied for
  - Multiple ballots in one envelope
  - Not registered in the Municipality of Anchorage
  - Voter does not meet certification requirements
  - Voter returned ballot envelope and asked to be removed from voter roll
  - Ballot envelope not dated/postmarked and received after Election Day
  - Ballot envelope received too late
  - Ballot envelope postmarked/voted after Election Day
  - No postmark, but received after Election Day
  - No postmark, but post office provided additional information
  - Voter not registered
  - Voter is deceased; voter determined to be deceased prior to ballots arriving to voters
  - Inadequate witnessing
  - Voter failed to sign ballot envelope
  - No signature match on ballot return envelope
  - No reference signature in SOA Voter Registration Database
  - Ballot envelope hand delivered after Election Day
  - Ballot envelope signed by somebody other than voter

# Election Certification Report and Election Commission Report on Public Session of Canvass

---

- No identification provided at time of voting
- Incorrect ballot package ID on return envelope; unable to ID voter
- Household signature
- POA – Ballot voted by power of attorney
- Previous election ballot return envelope received

TOTAL Ballot Envelopes Rejected

Signatures of Election Commissioners present at the meeting.

- The Municipal Clerk or designee will submit the Election Commission Public Session of Canvass Report to the Anchorage Assembly with the Municipal Clerk's Election Certification Report. If the Election Commission prepares its own report, it must submit the report to the Municipal Clerk no later than the close of business on the business day prior to the certification meeting of the Anchorage Assembly.
- The Anchorage Assembly must certify the election as soon as practicable, typically on the Tuesday following the completion of the Public Session of Canvass, as scheduled by the Municipal Clerk's Office. AMC 28.85.040.
- All Election Commissioners are invited and encouraged to attend the Anchorage Assembly meeting at which the Election Commission's Public Session of Canvass Report and the Municipal Clerk's Election Certification Report are presented and certification is requested.

# State of Alaska Ballot Reject Codes and Definitions

## Municipality of Anchorage Accept & Partial Code Counts

---

### **T VOTER REGISTERED TOO LATE**

To be qualified to vote, voters must register or make registration changes at least 30 days before the election. It has been determined that no part of the voter's ballot can be counted because the voter registered after the 30-day deadline.

### **D DUPLICATE BALLOT ENVELOPE**

This code is used when it has been determined that the voter has cast more than one ballot.

### **E BALLOT ENVELOPE EMPTY**

This code is used if a voter's ballot envelope does not contain a voted ballot.

### **G VOTER FAILED TO PROVIDE IDENTIFYING INFORMATION**

This code is used when it has been determined that the voter failed to provide an identifier such as voter number, last four digits of their social security number, or year of birth and cannot otherwise be identified.

### **I VOTER IS INACTIVE**

This code is used when it has been determined that the voter's status and condition code are inactive because he or she is registered in another jurisdiction (state); has requested cancellation of registration; is convicted of a felony involving moral turpitude; died; or attempted to register in the past on a questioned or absentee ballot but did not provide required registration information.

### **K BALLOT NOT PROPERLY APPLIED FOR**

This code is for special needs ballots when it has been determined that the representative did not properly apply for the ballot.

### **O VOTER DOES NOT MEET CERTIFICATION REQUIREMENTS**

This code is used if the voter marked through any of the certification requirements on the voter oath or checked "No" on the citizenship, birth date, or residency box.

### **U BALLOT ENVELOPE NOT DATED/POSTMARKED AND RECEIVED AFTER ELECTION DAY**

This code is used if it has been determined that there is no postmark or witnessing date on the ballot envelope and that the ballot was received by the Municipal Clerk's Office after Election Day.

# State of Alaska Ballot Reject Codes and Definitions

## Municipality of Anchorage Accept & Partial Code Counts

---

### **V      BALLOT ENVELOPE RECEIVED TOO LATE**

This code is used if a ballot envelope is mailed from within the United States and not received by the end of the public session of canvass. Ballot envelopes must be postmarked on or before Election Day and be received within the legal timeframe to be counted.

### **W      BALLOT ENVELOPE POSTMARKED/VOTED AFTER ELECTION DAY**

This code is used when it has been determined that the ballot envelope is postmarked or witnessed after Election Day.

### **X      VOTER NOT REGISTERED**

This code is used when it is determined that the voter is not registered to vote.

### **Y      INADEQUATE WITNESSING**

This code is used when it is determined that the ballot envelope was not properly witnessed. For email and fax ballots an authorized official or a person over 18 must witness the voter's signature.

### **Z      VOTER FAILED TO SIGN BALLOT ENVELOPE**

This code is used if it is determined that the voter did not sign the required voter certificate on the ballot envelope.

### **2      BALLOT ENVELOPE HAND DELIVERED AFTER ELECTION DAY**

This code is used if a by-mail ballot envelope was hand delivered after Election Day.

### **3      BALLOT ENVELOPE SIGNED BY SOMEONE OTHER THAN THE VOTER**

This code is used when it has been determined that a ballot envelope has been signed by somebody other than the voter.

### **4      NO IDENTIFICATION PROVIDED AT TIME OF VOTING**

This code is used if, on the ballot envelope, the election official marked "No ID Presented" and the voter has a status and condition code of A/ID. This code is also used if an A/ID voter is voting an email or fax ballot and does not submit the required identification with the ballot. A/ID means the voter initially registered to vote by mail and the voter's identity could not be verified. These voters must show ID at the time of voting for their ballot to count.

# Count/No –Count Guidelines

---

## Ballot Envelope Review

➤ Ballot return envelopes **will not** be counted if:

- The voter failed to properly execute the declaration on the envelope with a valid signature (reject code Z);
- The witness authorized by law to attest the voter's declaration failed to properly execute the witness declaration on the envelope (reject code Y);
- The ballot return envelope, if mailed, is postmarked after the date of the election (reject code W);
- The ballot return envelope, if mailed, is received after election day, has no postmark, and the USPS or mail distributor (e.g. UPS, FedEx) cannot verify the ballot return envelope was mailed on or before election day;
- The voter is not qualified to vote for any of the propositions and for candidates in any of the races on the ballot;
- The voter already voted in the election; or
- The voter did not provide required identification before the opening of the public session of canvass. AMC 28.70.030A1a-h.

➤ Ballot envelopes **will** be counted if:

- The voter declaration is signed with a valid signature or, if the voter is unable to sign the voter's name, the voter marked the signature line and one other person has properly witnessed the voter's mark;
- The voter declaration is signed by the voter, even if the signature is in the wrong place on the ballot return envelope, and the voter's signature has been verified pursuant to the signature verification rules on or before the close of the public session of canvass; and the ballot return envelope is either
  - postmarked no later than the day of the election or the USPS or mail distributor (e.g., UPS, FedEx) can verify receipt of the envelope on or before election day, and received not later than the opening of the public session of canvass;
  - deposited in a ballot drop box no later than 8:00 p.m. on election day, or the ballot return envelope was voted at a vote center and was properly cast before the closing of the election; or
  - is received by fax or email no later than 8:00 p.m. on election day. AMC 28.70.030A.2a-c.

➤ Other Rules:

- The signature on a ballot declaration may not be rejected solely because the name in the signature is a variation of the name on the voter registration record.

# Count/No –Count Guidelines

---

## Special Rules for Special Needs and Questioned Ballot Envelope Review

- Special Needs Ballot envelopes **will not** be accepted and votes on the ballot in the envelope will not be counted if:
  - No witness or representative signature
- Special Needs Ballot envelopes and Questioned Ballot envelopes **will** be accepted and votes on the ballot in the envelope will be counted if all other qualifications and other ballot review standards are met and:
  - Witness or representative printed name, made a mark, or signed initials, or omitted date of witnessing, or signed in the wrong place.

# List of Terms

---

**Anchorage Vote Center (AVC)** – Voters may come to an AVC for a variety of voter services – to vote in-person, to deliver a completed mailed ballot return envelope, to replace a lost or damaged ballot, to receive a ballot package if they did not receive one in the mail, to vote a questioned ballot, to receive voting assistance, and to get help with other voter questions.

**Ballot Packages** – Sent to registered voters. Includes ballot, secrecy envelope with “I Voted” sticker, return ballot envelope and instruction page.

**Ballot Return Envelope** – An envelope containing a voted ballot.

**Election Administrator or Deputy Clerk - Elections** – Appointed by the Municipal Clerk in consultation with the Chair of the Assembly, whose primary duties includes supervising the day-to-day details of Municipal Elections.

**Election Center** – The facility and designated return locations that hosts the equipment and staff to implement the Municipality’s Vote at Home/Vote by Mail system.

**Election Commission or Commissioners** – Members of the public appointed by the Mayor and confirmed by the Assembly, whose duties are specified in the Anchorage Municipal Code. AMC Chapter 28.120.

**Election Official** – A person appointed by the Municipal Clerk to work preparing for and conducting election activities, and including members of the Election Commission. Typically, Election Officials work in any capacity as needed and as assigned by the Election Administrator or Deputy Clerk - Elections, or the Municipal Clerk.

## **Elections Reports –**

1. Election Certification Report – Prepared by the Municipal Clerk, Election Administrator or Deputy Clerk – Elections after the Election Commission’s Public Session of Canvass is completed. The report contains the final results of the election and other information and is provided to the Anchorage Assembly for certification.
2. Public Session of Canvass Report – Prepared by the Municipal Clerk, Election Administrator or Deputy Clerk - Elections [Coordinator] after the Election Commission reviews all provisionally challenged (or potentially rejected) ballot envelopes and determines which, if any, should be accepted and counted, and which, if any, should be rejected and not counted. The report is voted and approved by the Commission and signed by a quorum of Election Commission Members. It is submitted with the Municipal Clerk’s Election Certification Report to the Anchorage Assembly for certification.

**E-Mail Ballot** – A ballot voted by a person who has requested to vote a ballot by electronic transmission. AMC 28.60.060.



# List of Terms

---

**Facsimile Ballot** – A ballot which is duplicated by a Facsimile Team when a ballot is rejected by the tabulation equipment or is submitted by electronic transmission. *Facsimile means an exact copy.*  
*AMC 28.10.040 – Definitions.*

**Facsimile Team** – A team of two Election Officials appointed by the Municipal Clerk to duplicate a ballot that was rejected by the tabulation equipment or was voted by electronic transmission.

**Fax Transmission Ballot** – A ballot voted by a person who has requested to vote a ballot by fax transmission. AMC 28.60.060.

**GIS** – Geographical Information System, an online street guide used to establish precincts.

**MOA** – Municipality of Anchorage.

**Municipal Clerk** – Official responsible to “prepare for and conduct the general and special elections of the municipality.” AMC 2.20.055B.

**MUOCAVa voter** – *MUOCAVa* means a Municipal Uniformed and Overseas Citizens Absentee Voter or members, and their spouses, of the uniformed services on active duty who are qualified to vote but are absent from their place of residence or reside outside of the United States.

**Pending** – Ballot envelopes not yet fully processed and/or needing further review before the final determination is made to accept or reject the ballot envelope.

**Public Session of Canvass**– A meeting at which the Election Commission announces decisions as to which ballot envelopes will be rejected and which shall be counted. The public may offer evidence to challenge a potentially rejected ballot envelope. AMC 28.85.010.

**Questioned Ballot** – A ballot voted at an Anchorage Vote Center that has been segregated because the information on the voter database is not the same as the voter’s information. The voter places the ballot into a secrecy sleeve, and places it into a ballot return envelope, and puts the completed ballot return envelope into a completed Questioned Ballot Envelope so the Election Officials may verify information on the envelope to determine whether to accept or reject the ballot envelope. AMC 28.50.100.

**Questioned Ballot Envelope** – The envelope containing a completed ballot return envelope with Questioned Ballot inside a secrecy sleeve.

**Questioned Ballot Register** – A register where voters sign their name at an Anchorage Vote Center location before being given a ballot and a Questioned Ballot Envelope

**Registered (Voter)** – A U.S. citizen who establishes entitlement to vote by meeting certain State and Municipal qualifications and filling out necessary paperwork that is maintained in a central registry by the State of Alaska.

# List of Terms

---

**Rejected Ballot or Rejected Ballot Envelope** – A “rejected ballot,” or more properly a rejected ballot envelope. If a voted, returned ballot envelope is rejected by a majority vote of the Anchorage Election Commission because the ballot envelope does not meet the ballot envelope review standards in the municipal code. The ballot envelope remains unopened and ballot is not removed. Within 30 days of certification of the election, the voter is notified that his or her ballot envelope was rejected and the reason. Historically, these envelopes may have been called “Uncountable Ballot Envelopes” or “No-Count Ballots.”

**Reject Codes** – Reject codes are used to label provisionally challenged (or potentially rejected) ballot envelopes. Reject codes are provided by the State of Alaska along with definitions explaining each reject code. The Municipality of Anchorage uses the State of Alaska reject codes to determine the reason for ballot envelope rejection.

**Report of Public Canvass** – A draft Report of Public Canvass is prepared by the Election Administrator or Deputy Clerk-Elections for the Election Commission’s review. The final Report of Public Canvass is prepared for the Public Canvass meeting detailing rejected ballot envelopes, is signed by the Election Commission and provided to the Assembly with the Municipal Clerk’s Election Certification Report.

**Scanning of Ballots** – Ballots may be scanned beginning seven days prior to election day. AMC 28.30.020C. However, scanned ballots are not tabulated, or tallied in the races or measures on the ballot to produce results before 8:00 p.m. on Election Day. AMC 28.10.040, Definitions and AMC 28.70.010A.

**Secure Drop Box** – A secure container where voters may place their ballot return envelope containing their voted ballot.

**Secrecy Sleeve** – The secrecy sleeve helps keep the voted ballot confidential.

**Special Needs Ballot** – A ballot voted by a person who is unable to go to an Anchorage Vote Center due to disability or illness. A Special Needs ballot is placed in a Special Needs Envelope and is processed similarly to a Questioned Ballot. AMC 28.60.040.

**Special Needs Voter** – A voter who is unable to go to an Anchorage Vote Center due to disability or illness and is authorized to vote through a representative. AMC 28.60.040.

**Tabulating of Ballots** – Although ballot scanning may begin seven days before Election Day, ballot tabulation, or tallying the races or measures on the ballot to produce results may not occur before 8:00 p.m. on Election Day. AMC 28.10.040, Definitions and AMC 28.70.010A.[begins at 8:00 p.m. on election night],

**Tabulating Team** – A team of two Election Officials appointed by the Municipal Clerk to scan and tabulate ballots.

**Tabulation Equipment** – The equipment used to scan and tabulate ballots and record vote totals for MOA elections.

# List of Terms

---

**Vote at Home/Vote by-Mail** – An alternative ballot delivery system where ballot packages are universally mailed to qualified, eligible voters and voters can vote in their homes. Vote at Home/Vote by Mail systems contrast to poll-based voting, where ballots are distributed to various polling locations. In the Vote at Home/Vote by Mail system, voters may turn in their ballot envelope in one of three ways, 1) to a Secure Drop Box, 2) through the mail by the U.S. Post Office or other mail distributor (e.g. UPS, FedEx), or 3) to an Anchorage Vote Center.

**Voter Database** - An electronic list of Anchorage registered voters who are eligible to vote in the current election. Although most voters are mailed a ballot to vote at home, voters who don't receive a ballot may vote at an Anchorage Vote Center where the voter must provide ID and must sign a register before being given a ballot AMC 28.50.060.

**VREMS (Voter Registration & Electronic Management System)** – A database owned and maintained by the State of Alaska, Division of Elections, containing voter registration information.