

Municipality of Anchorage

Filing for Service Area Board of Supervisors

Anchorage 2010



Office of the Municipal Clerk

632 West 6th Avenue, #250, Anchorage

PO Box 196650, Anchorage, Alaska 99519-6650

Telephone: 343-4311

Fax: 343-4313

MUNICIPALITY OF ANCHORAGE

OFFICE OF THE CLERK

Instructions for Service Area and Limited Road Service Area Board of Supervisors

The following forms must be filed with the Office of the Municipal Clerk, City Hall, 632 W. 6th Avenue, Room 250, Anchorage, Alaska. **Filing period opens January 29th, 2010 at 8:00 a.m. and closes February 12th, 2010 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 Form (Pofd)**

Service Area & Limited Road Service Area Board of Supervisor Candidates must file this form with an ORIGINAL SIGNATURE. It must be submitted with your Declaration of Candidacy. Failure to comply with Alaska Public Office Commission (APOC) requirements may result in your name not appearing on the ballot, a fine, or both. There is **no** exemption. 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 **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.
- **Withdrawal form**

To be returned (**if applicable**) no later than 5:00 p.m. Tuesday, February 16th, 2010. (Must be notarized) to the Clerk's Office.

The following documents have been included in this packet for your information:

Service Area & Limited Road Service Area Board of Supervisors

- Anchorage Charter



Municipality of Anchorage Declaration of Candidacy

Limited Road Service Area Board of Supervisors

Service Area Seat

I hereby declare my candidacy for the office of Limited Road Service Area or Service Area Board of Supervisors of the Municipality of Anchorage and agree to serve, if elected, for a 3-year term, expiring with certification of the April _____ elections results. I do hereby swear (affirm) that:

- I am a resident of the Municipality of Anchorage and that I have been a resident of _____ Service Area for the three months immediately preceding the election.
- I am a qualified voter of the Municipality of Anchorage and the State of Alaska.
- I do meet all qualifications as set forth in AMC28.30.020.

It is further understood that I may withdraw my declaration of candidacy no later than 5:00 p.m. on February 16, 2010, 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.

Signature of Candidate

DATED THIS _____ day of _____, 2010

State of Alaska)
)SS
Third Judicial District)

THIS IS TO CERTIFY that on this _____ day of _____, 2010, 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 acknowledged to me that ___he 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
ELECTION CALENDAR
APRIL 6, 2010
REGULAR MUNICIPAL ELECTION**

January 19, 2010 (Tuesday) AMC 28.20.015
Regular Assembly Meeting
Last day to introduce ordinances for ballot to allow public hearing.

January 22, 2010 (Friday) Charter 3.02B
Last day to submit initiative petitions for April election.

January, 28, 2010 (Thursday) AMC 28.20.030
(at least 67 days)
Notice of Vacancy published in Newspaper.

January 29, 2010 (Friday) AMC 28.30.030C
Filing for Office opens. (67 days)
8:00 a.m.

February 2, 2010 (Tuesday) AMC 28.20.015
Last day for Public hearings/Final Action on ballot propositions. (63 days)

February 12, 2010 (Friday) AMC 28.30.030C
Filing for Office Closes. (53 days)

February 16, 2010 (Tuesday) AMC 28.30.030D
Last date for candidate to withdraw (49 days)

February 20, 2010 (Saturday) AMC 28.20.040A1
Notice of Election published in newspaper

March 7, 2010 (Sunday) AMC 28.20.060A
Notice of Bonded Indebtedness published. AMC 28.30.010
Last date to register to vote in April 6 Election.

March 15, 2010 (Monday) AS 39.50
APOC Financial Disclosure statements due: Mayor, Manager, Assembly, School Board & Planning & Zoning Commission members.

March 17, 2010 (Wednesday) AMC 28.20.050A
Notice of Polling Places published (20 days) in newspaper.

March 22, 2010 (Monday)
Absentee in-Person Voting begins at City Hall and Loussac Library.

March 26, 2010 (Friday) AMC 28.40.020A
Ballots must be available (11 days)

March 29, 2010 (Monday)
Absentee In-Person Voting begins at Chugiak Senior Center.

March 30, 2010 (Tuesday) AMC 28.60.050B
Last Day to Request Ballot by Mail or Fax AMC 28.80.010
Election Commission begins ballot review.

April 5, 2010 (Monday) AMC 28.20.040B
Notices of Election, Polling Places and Bonded Indebtedness published.

April 6, 2010 (Tuesday) AMC 28.20.010A
Polling Places open 7 a.m. - 8 p.m.
Absentee Voting at UAA and Ted Stevens International Airport 7 a.m. - 8 p.m.

April 16, 2010 (Friday) AMC 28.80.030A
Election Commission public canvass meeting. Adoption of Report and final count of ballots.

April 20, 2010 (Tuesday) AMC 28.80.060
Certification of Regular Election.

For Additional Information visit:
www.muni.org/elections or call 343-4311

Municipality of Anchorage

Candidate Withdrawal Request



I _____, hereby withdraw my candidacy for

_____ from the Municipality of Anchorage April 6,

2010 Regular Election ballot.

Candidate Signature

This certifies that on the _____ day of _____, 2010, 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: _____

Candidate Forms Checklist

I. Declaration of Candidacy

with the candidate's original signature must be filed in Municipal Clerk's office during the filing period for the offices of Assembly, School Board & Service Area Boards.

II. APOC - Public Officials Financial Disclosure (POFD)

form with the candidate's notarized, original signature must be filed in Municipal Clerk's office during the filing period for the offices of Assembly, School Board & Service Area Boards.

III. Campaign Fund Disclosure

APOC requires for every candidate.

- [Campaign Fund Disclosure Packet](#)
- [Waiver](#)

for candidates raising less than \$5,000 are available from APOC & the Office of the Municipal Clerk.

Campaign Fund Disclosure Forms must be filed with APOC before campaign fundraising begins:

Alaska Public Offices Commission
2221 E Northern Lights Blvd, #128
276-7018

All candidate forms are available online at www.muni.org/elections and in the Municipal Clerk's Office.

Municipal Code

Chapter 28.30 QUALIFICATIONS*

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