

# Municipality of Anchorage

## Filing for Service Area Board of Supervisors 2022



### MOA Election Center

619 East Ship Creek Avenue, Door D, Anchorage, Alaska 99501  
(PO Box 196659, Anchorage, Alaska 99519)  
Telephone: 907-243-VOTE (8683) Fax: 907-343-4313

OR

### Office of the Municipal Clerk

632 West 6th Avenue, Suite 250, Anchorage, Alaska 99501

### All seat terms end in 2025

- Bear Valley LRSA – Seat B
- Birch Tree/Elmore LRSA – Seat C
- Chugiak Fire Service Area – Seat C
- Girdwood Valley Service Area – Seat C
- Glen Alps Service Area – Seat C
- Glen Alps Service Area – Seat D
- Homestead LRSA – Seat A
- Lakehill LRSA – Seat A
- Mountain Park Estates LRSA – Seat C
- Mountain Park/Robin Hill RRSA – Seat E
- Paradise Valley South LRSA – Seat A
- Rabbit Creek View and Rabbit Creek Heights LRSA – Seat C
- Raven Woods/Bubbling Brook LRSA – Seat C
- Rockhill LRSA – Seat C
- Section 6/Campbell Airstrip Road LRSA – Seat D
- Section 6/Campbell Airstrip Road LRSA – Seat E
- Sequoia Estates LRSA – Seat C
- Sequoia Estates LRSA – Seat D
- Sky ranch Estates LRSA – Seat C
- South Goldenview RRSA – Seat D
- South Goldenview RRSA – Seat E
- SRW Homeowners' LRSA – Seat B
- Talus West LRSA – Seat C
- Totem LRSA – Seat A
- Upper Grover LRSA – Seat C
- Upper O'Malley LRSA – Seat C
- Upper O'Malley LRSA – Seat D
- Valli Vue Estates LRSA – Seat C
- Villages Scenic Parkway LRSA – Seat B

# MUNICIPALITY OF ANCHORAGE

## Office of the Clerk

### Instructions for Service Areas Candidates

Filing period opens on Friday, January 14, 2022, at 8:00 a.m. and closes on Friday, January 28, 2022, at 5:00 p.m. The following two documents must be completed and filed at the MOA Election Center, 619 East Ship Creek Avenue, Door D (east side of building), Anchorage, Alaska; OR at the Office of the Municipal Clerk at City Hall, 632 West 6th Avenue, Suite 250; OR completed and faxed to 907-343-4313; OR completed and emailed to [elections@anchorageak.gov](mailto:elections@anchorageak.gov), provided there is an original signature notarized consistent with law (no computer-generated signatures are allowed).

<b>1. Declaration of Candidacy Form</b> <i>This form must be notarized.</i>	<ul style="list-style-type: none"><li>• If you have questions about the form, call the MOA Election hotline at 907-243-VOTE (8683).</li><li>• Notary service is available at the MOA Election Center <i>or</i> at the Municipal Clerk's Office.</li><li>• An original signature is required; no computer-generated signatures are allowed.</li></ul>
<b>2. Confidential Identifier Form</b>	<ul style="list-style-type: none"><li>• This information is kept <b>confidential</b>.</li><li>• Required identifier must be one of the following: Birth date, voter ID number, or last four digits of your Social Security number.</li></ul>

A **Municipal Exemption Statement** must be filed by candidates intending to raise and spend less than \$5,000 on campaign activity, in which case the candidate is exempted from filing campaign disclosure reports. Direct questions about filing the Municipal Exemption Statement to the Alaska Public Offices Commission (APOC) at 2221 E Northern Lights Blvd, #128, Anchorage, AK 99508-4149; Phone: 907-276-4176. If you intend on spending more than \$5,000 on campaign activity, contact APOC.

#### ***To withdraw, file a withdrawal notice:***

<b>Candidate Withdrawal Statement</b> (if applicable) <i>This form must be notarized.</i> <i>File the withdrawal before 5:00 p.m. on February 1, 2022, to ensure your name is removed from subsequent notices and the ballot.</i>	<ul style="list-style-type: none"><li>• Submit the Candidate Withdrawal Statement to the MOA Election Center <i>or</i> the Municipal Clerk's Office.</li><li>• Notary service is available at the MOA Election Center <i>or</i> the Municipal Clerk's Office.</li><li>• If the Candidate Withdrawal Statement is filed after 5:00 p.m. on February 1, 2022, the Municipal Clerk has the sole discretion to remove the candidate's name from subsequent notices and the ballot.</li></ul>
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#### ***Qualifications for WRITE-IN candidates according to AMC 28.30.020:***

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B. A person who has not filed a declaration of candidacy for a seat on a service area board of supervisors, including as a write-in candidate, in accordance with this section, is disqualified.
C. For write-in candidates for a seat on a service area board of supervisors, declarations of candidacy shall be filed with the municipal clerk no earlier than 67 days and at least seven days before a regular election, and no earlier than 42 days and at least seven days before a special election.

#### ***If you are elected, you will then need to file the following form:***

<b>Disclosure of Economic Interest in a Municipal Contract or Business by a Public Servant</b> (formerly the Municipal Financial Disclosure Form)	<ul style="list-style-type: none"><li>• Within 30 days of commencement of service, you must file a written disclosure of whether or not you or a member of your immediate family or household has an economic interest in a municipal contract or in an entity engaging in business with the municipality. (Per AMC 1.15.100)</li></ul>
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The following documents are included in this packet for your information:

- Declaration of Candidacy Form
- Confidential Identifier Form
- Candidate Withdrawal Request
- Excerpts from the Anchorage Municipal Code
- 2022 Election Calendar



# Municipality of Anchorage

## Declaration of Candidacy

### Service Area Board of Supervisors

Term ends 2025

I hereby declare my candidacy for the \_\_\_\_\_ Service Area Board of Supervisors, Seat \_\_\_\_\_. If elected, I agree to serve for a 3-year term, expiring upon certification of the April 2025 Regular Municipal Election. I do hereby swear (affirm) that:

- (1) I am a qualified voter of the municipality; *and*
- (2) I have been a resident of the service area stated above for 90 days immediately preceding the April 5, 2022 election. (You are certifying that you have been a resident of the service area since January 5, 2022.)

It is further understood that I may withdraw my declaration of candidacy at any time by filing a statement under oath with the Municipal Clerk in accordance with AMC 28.30.030D. I understand that if I file my request to withdraw after 5:00 p.m. on February 1, 2022, the Municipal Clerk has the sole discretion to remove my name from subsequent notices and the ballot.

**The following information will appear on the municipal election website. Please write legibly.**

\_\_\_\_\_  
Candidate Name

\_\_\_\_\_  
Name as it should appear on ballot

\_\_\_\_\_  
Residence Address, City, State, and Zip Code

\_\_\_\_\_  
Mailing Address, City, State, and Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Office Phone Number & Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Website Address

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

\_\_\_\_\_  
**Signature of Candidate**

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2022

State of Alaska )  
 )SS  
Third Judicial District)

THIS IS TO CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2022, 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

## Declaration of Candidacy

Service Area Board of Supervisors  
Term ends 2025

**CONFIDENTIAL**

Please provide one identifier to verify your status as a registered voter. This information will remain confidential. **This form will not be posted on the website.**

Candidate's Full Legal Name: \_\_\_\_\_

Candidate's Identifier (Birthdate, voter number, or last four digits of Social Security Number): \_\_\_\_\_

# Municipality of Anchorage Candidate Withdrawal Request



I, \_\_\_\_\_, hereby withdraw my candidacy for the office of \_\_\_\_\_ – Seat \_\_\_\_\_, for the Municipality of Anchorage April 5, 2022, Regular Municipal Election. If I file this form before 5:00 p.m. on February 1, 2022, my name will not be published on any subsequent notice or ballot. I hereby swear (affirm) that the above declaration and all statements contained herein are true and correct.

\_\_\_\_\_ DATED THIS \_\_\_\_ day of \_\_\_\_\_, 2022  
**Signature of Candidate**

State of Alaska )  
                          )SS  
Third Judicial District)

THIS IS TO CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 2022, 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: \_\_\_\_\_

# Anchorage Municipal Code

## Excerpts from Chapter 28.30 QUALIFICATIONS

### 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.
- B. 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; AO No. 2013-130(S-1), § 3, 1-14-14)

State Law reference— Qualifications of electors, AS 29.26.050.

### 28.30.020 Qualifications of candidates for service area board of supervisors; declaration of candidacy required.

- A. 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 90 days immediately preceding the election.
- B. A person who has not filed a declaration of candidacy for a seat on a service area board of supervisors, including as a write-in candidate, in accordance with this section, is disqualified.
- C. For write-in candidates for a seat on a service area board of supervisors, declarations of candidacy shall be filed with the municipal clerk no earlier than 67 days and at least seven days before a regular election, and no earlier than 42 days and at least seven days before a special election.

(CAC 2.68.420; AO No. 80-50; AO No. 85-75; AO No. 86-105; AO No. 91-20; AO No. 2013-130(S-1), § 3, 1-14-14; AO No. 2016-12, § 1, 1-26-16 ; AO No. 2019-104 , § 2, 9-10-19)

Charter reference(s)—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. *Declarations of candidacy.* A candidate for municipal office executes a declaration of candidacy under oath and files 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 the candidate wishes the candidate's 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; and
  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 81 days and no later than 67 days before a regular election, and no earlier than 49 days and no later than 42 days before a special election.
- D. *Withdrawal.* A candidate may withdraw his or her declaration of candidacy 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 or her candidacy for that office.
1. If the withdrawal is filed no later than 63 days before a regular election and 38 days before a special election, the municipal clerk shall not publish the candidate's name on any subsequent notice or ballot.
  2. If the request is filed after the deadline in subsection 1., the municipal clerk has the sole discretion to remove the candidate's name from subsequent notices and the ballot.
- 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; AO No. 2007-172, § 1, 12-10-08; AO No. 2013-130(S-1), § 3, 1-14-14; AO No. 2016-12, § 2, 1-26-16 ; AO No. 2017-29(S) , § 7, 6-1-17; AO No. 2019-104 , § 3, 9-10-19)

### **28.30.040 Review and challenge of candidate qualifications.**

- A. 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.
- B. In addition to the process described in subsection A., any person may question the eligibility of a candidate who has filed a declaration of candidacy or nominating petition, by filing a complaint with the municipal clerk. A complaint regarding the eligibility of a candidate must be received by the municipal clerk not later than the close of business on the 10th day after the filing deadline for the office for which the candidate seeks election.
1. The complaint must be in writing and include the name, mailing address, contact phone number, and signature of the person making the complaint, and a statement in 200 words or less of the grounds, described in particular, on which the candidate's eligibility is being questioned.



2. The municipal clerk will review only those issues in the complaint related to candidate qualifications established by the United States Constitution, the Alaska Constitution, Alaska Statutes, or municipal law. Grounds cited in the complaint other than those related to candidate qualifications established by law or grounds related to issues under the authority of the Alaska Public Offices Commission under AS 15.13 will not be considered by the municipal clerk.
3. Upon receipt of a complaint, the municipal clerk will review any evidence relevant to the issues identified in the complaint which is in the custody of the municipal clerk's office including the candidate's declaration of candidacy, or nominating petition, and, in the discretion of the municipal clerk, any other public record. Based on the review of the public documents, the municipal clerk will determine whether a preponderance of evidence supports or does not support the eligibility of the candidate.
4. The municipal clerk will send notification in writing to the candidate whose eligibility is being questioned that a complaint has been received. The notification will include a copy of the complaint, and, based on the municipal clerk's review of the public documents, a statement as to whether a preponderance of evidence supports or does not support the eligibility of the candidate.
5. If the municipal clerk determines that a preponderance of evidence supports the eligibility of the candidate, the municipal clerk will issue a final determination upholding the candidate's eligibility.
6. If the municipal clerk determines that a preponderance of evidence does not support the eligibility of the candidate, notice to the candidate will identify any additional information or evidence that must be provided by the candidate in support of his or her eligibility, and the date by which the requested information must be received by the municipal clerk. The municipal clerk will consider any additional information provided by the candidate in issuing a final determination as to the candidate's eligibility.
7. If the information requested by the municipal clerk under H. of this section is not received from the candidate by the specified deadline, the municipal clerk will issue a final determination regarding the candidate's eligibility based on the public records initially reviewed.
8. Upon issuing a final determination as to the candidate's eligibility, the municipal clerk will send notice of the determination in writing to the person making the complaint and to the candidate. The determination of the municipal clerk is final.

(GAAB Ord. No. 75-82; AO No. 80-101; AO No. 85-75; AO No. 2013-130(S-1), § 3, 1-14-14)

### **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. In any one election, a person may only file a declaration of candidacy for one office identified in this section. A person must withdraw a declaration of candidacy for an office in this section before filing for another office.
- B. A person serving as mayor or as a member of the school board shall not hold any other compensated municipal office or municipal employment, or elected position in the state or federal government, while in office.
- C. A person serving as a member of the assembly shall not hold any other compensated municipal office or municipal employment, or elected position in the state or federal government, while in office, except:
  1. As provided by state law under AS 29.20.630, employment by the Anchorage School District is not municipal employment prohibited by this subsection.

D. A person serving as mayor, or as a member of the assembly, or on the school board, shall not serve as a member of a service area board. A service area board member's term shall end immediately upon assuming one of these offices.

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

F. Violation of this section may result in a fine under Title 14 and may constitute grounds for recall.

(GAAB Ord. No. 75-82; AO No. 80-101; AO No. 85-75; AO No. 2007-110, § 2, 8-28-07; AO No. 2013-130(S-1), § 3, 1-14-14; AO No. 2018-4(S), § 3, 2-13-18)

Editor's note(s)—See also additional prohibitions in section 28.50.010.

Accessed October 25, 2021, Municipality of Anchorage, Anchorage Municipal Charter, Code and Regulations  
[https://library.municode.com/ak/anchorage/codes/code\\_of\\_ordinances?nodeId=TIT28EL\\_CH28.30QU](https://library.municode.com/ak/anchorage/codes/code_of_ordinances?nodeId=TIT28EL_CH28.30QU).



**Municipality of Anchorage**  
**Calendar of Election Dates**  
**April 5, 2022 Regular Election**

**907-243-VOTE (8683)**

[www.muni.org/elections](http://www.muni.org/elections)  
[elections@anchorageak.gov](mailto:elections@anchorageak.gov)

<b>Date</b>	<b>Action</b>	<b>Code Reference</b>
January 9, 2022 (Sunday)	Notice of Vacancies published	AMC 28.20.030 (at least 86 days before election)
January 11, 2022 (Tuesday)	Earliest date to submit Referendum Petition Signatures to appear on Regular Election Ballot	Charter 3.02(b) (not later than 75 days after certification ) and AMC 2.50.050E. (certify petition within 10 days)
January 11, 2022 (Tuesday)	Last day to introduce ordinances containing propositions for the April ballot to allow for public hearing (Regular Assembly Meeting)	AMC 28.20.015A. (final action not later than 70 days before election) plus Charter 10.01(b) (public hearing at least 7 days after publication of notice)
January 14, 2022 (Friday)	Filing for Office opens at 8:00 a.m.	AMC 28.30.030C. (not earlier than 81 days before election)
January 25, 2022 (Tuesday)	Last day for final Assembly action on ordinances containing ballot propositions (Regular Assembly Meeting)	AMC 28.20.015A. (not later than 70 days before election)
January 28, 2022 (Friday)	Filing for Office closes at 5:00 p.m.	AMC 28.30.030C. (not later than 67 days before election)
January 31, 2022 (Monday)	Last day to submit Initiative or Referendum Petition Signatures to appear on Regular Election Ballot	Charter 3.02(b) (election to be held at least 45 days after certification of petition) and AMC 2.50.050E. (10 days to certify signatures) and AMC 28.20.040A.1.a. (plus 9 days to align with First Notice of Election)
February 1, 2022 (Tuesday)	Last day for candidates to withdraw and not be published on the ballot	AMC 28.30.030D.1. (not later than 63 days before election)
February 6, 2022 (Sunday)	First Notice of Election published	AMC 28.20.040A.1.a. (at least 58 days before election)
March 6, 2022 (Sunday)	Last day to register to vote for the Regular Election	AMC 28.30.010A.3. (30 days before election)
March 15, 2022 (Tuesday)	Ballot Packages mailed to qualified Anchorage voters	AMC 28.40.020C. (at least 21 days before election)
March 15, 2022 (Tuesday)	Secure Drop Boxes are opened	AMC 28.50.030B. (no later than the day after ballot packages mailed)
March 15, 2022 (Tuesday)	Ballot Envelope review begins	AMC 28.70.010A. (may commence upon receipt)
March 28, 2022 (Monday)	Anchorage Vote Centers are opened (Seward's Day)	AMC 28.50.030B.2. (at least 7 days before election)
April 3, 2022 (Sunday)	Second Notice of Election published	AMC 28.20.040A.2. (not later than the day before the election)
<b>April 5, 2022 (Tuesday)</b>	<b>Regular Municipal Election Day: All Ballot Envelopes (including military and overseas envelopes) must be postmarked on or before Election Day, or returned to a Secure Drop Box or Anchorage Vote Center by 8:00 p.m.</b>	<b>AMC 28.20.010A., AMC 28.50.030A., AMC 28.70.030A.1.c., and AMC 28.70.030A.2.c.</b>
April 15, 2022 (Friday)	<i>Tentative:</i> Election Commission Meeting and Public Session of Canvass: Adjudication of challenged ballots (All Ballot Envelopes except military and overseas envelopes must be received by the start of the canvass.)	AMC 28.85.010A. (This date is the 2 <sup>nd</sup> Friday after Election Day; the code requires the meeting on or before the 3 <sup>rd</sup> Friday after Election Day)
April 19, 2022 (Tuesday)	<i>Tentative:</i> Certification of Regular Municipal Election Results (Special Assembly Meeting) (Military and overseas envelopes must be received by 12:00 noon.)	AMC 28.85.040A. (This would be the date of certification if the Public Session of Canvass is held on the 2 <sup>nd</sup> Friday after the Election)
April 22, 2022 (Friday)	<i>Tentative:</i> Election Commission Meeting and Public Session of Canvass: Adjudication of challenged ballots (All Ballot Envelopes except military and overseas envelopes must be received by the start of the canvass.)	AMC 28.85.010A. (This date is the 3 <sup>rd</sup> Friday after Election Day; the code requires the meeting on or before the 3 <sup>rd</sup> Friday after Election Day)
April 26, 2022 (Tuesday)	<i>Tentative:</i> Certification of Regular Municipal Election Results (Regular Assembly Meeting) (Military and overseas envelopes must be received by 12:00 noon.)	AMC 28.85.040A. (This would be the date of certification if the Public Session of Canvass is held on the 3 <sup>rd</sup> Friday after the Election)

Contact MOA Elections at 907-243-VOTE (8683) or [elections@anchorageak.gov](mailto:elections@anchorageak.gov) for information on special needs voting (AMC 28.60.040), or for an application to vote by fax or email (AMC 28.60.060).

This calendar is a courtesy notice of required dates in the Anchorage Municipal Charter and Anchorage Municipal Code. For specific detail of rights related to elections, please refer to the provisions of the Anchorage Municipal Charter and Anchorage Municipal Code. Revised November 3, 2021