

Municipality of Anchorage

Filing for Write-in Candidate for Service Area Board of Supervisors 2023



MOA Election Center

619 E. Ship Creek Dr., 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

A candidate for a service area board of supervisors may file as a **write-in candidate** no earlier than 67 days and at least seven days before a regular election. 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, is disqualified.

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

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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.

Anchorage Municipal Code, accessed September 1, 2022, from

https://library.municode.com/ak/anchorage/codes/code_of_ordinances?nodet=TIT28EL_CH28.30QU_28.30.020QUCASEARBOSUDECCARE

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): 2221 E Northern Lights Blvd, #128, Anchorage, AK 99508-4149; 907-276-4176.

If you intend on spending more than \$5,000 on campaign activity, contact APOC.



Municipality of Anchorage

Write-in Candidacy

Service Area Board of Supervisors

Term ends 2026

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 4, 2023 election. (You are certifying that you have been a resident of the service area since January 4, 2023.)

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.

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

Candidate Name

Name as it should appear on the website

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.

DATED THIS _____ day of _____, 2023

Signature of Candidate

State of Alaska)
)SS

Third Judicial District)

THIS IS TO CERTIFY that on this _____ day of _____, 2023, 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 2026

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.** Please write legibly.

Candidate's Full Legal Name: _____

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



Alaska Public Offices Commission

MUNICIPAL ELECTIONS

Please read this document carefully for important information about starting your campaign.

This information is presented only as an overview of your disclosure requirements. It is your responsibility to familiarize yourself and your campaign workers with the statutes and regulations to ensure you that you are in compliance with the law. Please visit the APOC homepage at www.doa.alaska.gov/apoc for further information, training opportunities, and to remain updated about your requirements and responsibilities as a candidate.

Unless they meet specific criteria found in [AS 15.13.040\(m\)\(1\)](#), candidates must file all forms and reports electronically through [myAlaska](#). Many Alaskans already have a myAlaska account to apply for their Permanent Fund Dividend. You may use this same account for APOC purposes. Candidates have the option to allow others to view their filings, but this access is specific to APOC services only.

FORMS TO GET STARTED

Letter of Intent: Must be filed with the APOC *before* any candidate engages in campaign activity. A Letter of Intent allows the candidate to begin accepting and spending contributions and may be filed 18 months prior to the date of the election. However, if a candidate files their Declaration of Candidacy first, they do not need to file a Letter of Intent.

The Declaration of Candidacy: Municipal candidates file their Declaration with their specific Municipal Clerk's Office. The Declaration of Candidacy is what gets a municipal candidate's name on the ballot. Check with your Municipal Clerk's Office to find out when your filing period opens and closes.

Public Official Financial Disclosure Statement: Must be filed with the Declaration of Candidacy at the Municipal Clerk's Office. Some municipalities have opted out of the requirement of filing a Public Official Financial Disclosure Statement. Check with your municipal clerk to be sure that you are complying with the requirements of your municipality.

Candidate Registration: Must be filed **within 7 days** after filing the Declaration of Candidacy with the Municipal Clerk's Office. The registration provides your campaign contact information, designates your campaign committee, and your campaign depository. Candidates may amend registrations as needed. **Until a candidate files their registration, designating a Treasurer or Deputy Treasurers, only the candidate may accept/expend campaign funds.**

Municipal Exemption Statement: May be filed by *municipal* candidates instead of the Candidate Registration form who do not intend on exceeding \$5,000 in campaign activity, including any personal money that they may use. As long as they remain under the \$5,000 threshold, exempt candidates are not required to file regular campaign disclosure reports. However, please note that exempt candidates are still subject to the campaign disclosure laws that apply to all candidates; including, but not limited to, applicable contribution limits, maintenance of contribution and

expenditure records, and the requirement that ads, yard signs, and other campaign materials include “paid for by” identifiers as required under [AS 15.13.090](#) and [2 AAC 50.306](#) (see pg. 3).

Candidate Reimbursement Notification: If candidates loan personal funds to their campaign with the intent to repay themselves after the election, they **MUST** file a Candidate Reimbursement Form **within 5 days** of depositing personal funds into their campaign account. The maximum limit a municipal candidate can loan and recover is \$5,000. **HOWEVER**, if the candidate is able to reimburse their personal contributions from the campaign account **within 72 hours** they may do so, and they do **NOT** need to file the Reimbursement Form.

CAMPAIGN DISCLOSURE REPORTS

Candidates, who are not exempt, are required to disclose financial information about their campaigns. The purpose of a campaign disclosure report is to provide a snapshot of a candidate’s activity during a specific reporting period. The **reporting period** is the time period covered by a campaign disclosure report. A **due date** is the date when a report is due, and comes three days after the end of a reporting period. The three days allows a treasurer time to complete the report.

The number of reports filed by municipal candidates will vary depending on when the campaign begins. If a candidate filed a Letter of Intent on or before February 1st, they will begin with a **Year Start Report**, due February 15th. Otherwise the cycle will begin with a **30 Day Report** (due 30 days before the election), **7 Day Report** (due 7 days before the election) and a **105 Day Report** (which should be a final report and is due 105 days after the election). In addition, during the 9 days before an election, candidates must report the contributor name and the amount of all monetary and non-monetary contributions, from a single source, over \$250 (i.e. \$250.01) within 24 hours of receipt. Candidates may need to report each day during that period, or not at all.

OTHER START UP CONSIDERATIONS

Only the candidate, a registered treasurer or a registered deputy treasurer may spend money and accept contributions on behalf of the campaign. Any action by a treasurer or registered deputy treasurer is considered an action of the candidate. The campaign must keep all records that substantiate financial activity for a period of 6 years after the date of the election.

If a registered treasurer or deputy treasurer makes a purchase on behalf of the campaign using personal funds, it is a non-monetary contribution to the campaign (against their individual \$500 contribution limit) unless it is reimbursed. **Reimbursements to a treasurer/deputy treasurer must be made within the same reporting period that the contribution was made and may not exceed \$500.**

Campaign contributions held by a candidate may be used only to pay for the expenses made/incurred by the candidate that reasonably relate to election campaign activities. Campaign contributions held by a candidate may not be: used to give a personal benefit to the candidate or another person, converted to personal income of the candidate, loaned to a person, knowingly used to pay more than the fair market value for goods or services purchased for the campaign, pay for civil penalties, or used to make contributions to another candidate or group.

PAID FOR BY IDENTIFIERS

Alaska Statute 15.13.090 and Regulation 2 AAC 50.306 require a paid for by identifier on all political communications. For candidate campaigns, print or video communications (i.e. newspaper ads, videos, Facebook pages, yard signs, etc.) must have the visible identifier:

“paid for by” followed by the name and address of the candidate

The paid for by identifier on all video communications must remain on screen throughout the entire communication.

Audible communications (i.e. radio ads, videos with sound, robo calls, etc.) must have the audible identifier:

“This communication was paid for by (candidate’s name only)”

If the communication has both a print/video and audio component (i.e. commercials, YouTube videos, etc.) it must have both a visual and audible disclaimer. The paid for by identifier on all video communications must remain on screen throughout the entire communication. Fixing missing or incomplete paid for by disclaimers costs time and money for a campaign, and can result in civil penalties.

CIVIL PENALTIES

Civil penalties apply to candidates who violate campaign disclosure law. Violations include failure to file a campaign disclosure report on time or failure to file a complete and accurate campaign disclosure report. **Even if you are filing a report indicating that you have had no activity in that report period, you will be assessed a civil penalty if the report is late.** It is YOUR responsibility, as the filer, to familiarize yourself (and your campaign workers) with the campaign disclosure law requirements and reporting deadlines. Penalties range from \$50 to \$500 a day depending on the report.

Review the APOC website for further reporting requirements. This information is only meant to provide you with an initial overview of your requirements as you begin your campaign. Do not hesitate to call APOC staff if you have questions. Thank you!

Anchorage Office

2221 East Northern Lights Blvd
Rm 128
Anchorage, AK 99508
Phone: (907) 276-4176
Toll Free: (800) 478-4176
Fax: (907) 276-7018

Juneau Office

P.O. Box 110222
240 Main Street, #201
Juneau, AK 99811-0222
Phone: (907) 465-4864
Toll Free: (866)
465-4864 Fax: (907)
465-4832

Website: www.doa.alaska.gov/apoc
Information Email: apoc@alaska.gov
File Forms and Reports at: <https://my.alaska.gov/>

Alaska Campaign Annual Contribution Limits – AS 15.13

FROM	TO CANDIDATE	TO GROUP & NON-GROUP ENTITY	TO POLITICAL PARTY	TO IE GROUP, INITIATIVE APPLICATION GROUP, & BALLOT GROUP
Authority	AS 15.13.070	AS 15.13.070	AS 15.13.070	AS 15.13.065(c)
Individual (AK resident)	Unlimited	Unlimited	\$5,000	Unlimited
Individual (non-resident)	Unlimited	Unlimited	\$5,000	Unlimited
Corporations, Business Organizations, Unions	Prohibited AS 15.13.074(f)	Prohibited AS 15.13.074(f)	Prohibited AS 15.13.074(f)	Unlimited
Group (based in Alaska)	\$1,000	\$1,000	\$1,000	Unlimited
Group (based outside Alaska)	Prohibited	\$1,000 Must first register with APOC*	\$1,000 Must first register with APOC*	Unlimited
Nongroup Entity (based in Alaska)	\$1,000	\$1,000	\$1,000	Unlimited
Nongroup Entity (based outside Alaska)	Prohibited	\$1,000 Must first register with APOC	\$1,000 Must first register with APOC	Unlimited
Political Party	Municipal \$5,000 House \$10,000 Senate \$15,000 Lt. Gov./Gov. \$100,000	\$1,000	Unlimited	Unlimited
Foreign Nationals	Prohibited Foreign nationals are prohibited from making expenditures or contributions in Alaska elections only to the extent prohibited or permitted by Federal law. AS 15.13.068.			

* Groups based outside Alaska must ensure their received contributions comply with Alaska limitations before making contributions to groups based in Alaska or to a political party. Groups based in Alaska may not receive contributions from a group based outside Alaska whose received contributions do not comply with Alaska limitations, as such contributions are prohibited.

Individuals, Persons, and Groups may be required to fill out Form 15-5 Statements of Contribution and/or Form 15-6 Statements of Independent Expenditure where applicable. Please see our Forms page.



Municipality of Anchorage
Calendar of Election Dates
April 4, 2023 Regular Election

907-243-VOTE (8683)

www.muni.org/elections
elections@anchorageak.gov

Date	Action	Code Reference
January 8, 2023 (Sunday)	Notice of Vacancies published	AMC 28.20.030 (at least 86 days before election)
January 10, 2023 (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 10, 2023 (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 13, 2023 (Friday)	Filing for Office opens at 8:00 a.m.	AMC 28.30.030C. (not earlier than 81 days before election)
January 24, 2023 (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 27, 2023 (Friday)	Filing for Office closes at 5:00 p.m.	AMC 28.30.030C. (not later than 67 days before election)
January 30, 2023 (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)
January 31, 2023 (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 5, 2023 (Sunday)	First Notice of Election published	AMC 28.20.040A.1.a. (at least 58 days before election)
March 2, 2023 (Thursday)	Logic and Accuracy Testing (LAT) with Anchorage Election Commission	AMC 28.120.060A.1.
March 5, 2023 (Sunday)	Last day to register to vote for the Regular Election	AMC 28.30.010A.3. (30 days before election)
March 14, 2023 (Tuesday)	Ballot Packages mailed to qualified Anchorage voters	AMC 28.40.020C. (at least 21 days before election)
March 14, 2023 (Tuesday)	Secure Drop Boxes are opened	AMC 28.50.030B. (no later than the day after ballot packages mailed)
March 14, 2023 (Tuesday)	Ballot Envelope review begins	AMC 28.70.010A. (may commence upon receipt)
March 27, 2023 (Monday)	Anchorage Vote Centers are opened (Seward's Day)	AMC 28.50.030B.2. (at least 7 days before election)
April 2, 2023 (Sunday)	Second Notice of Election published	AMC 28.20.040A.2. (not later than the day before the election)
April 4, 2023 (Tuesday)	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.	AMC 28.20.010A., AMC 28.50.030A., AMC 28.70.030A.1.c., and AMC 28.70.030A.2.c.
April 21, 2023 (Friday)	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.
April 25, 2023 (Tuesday)	Certification of Regular Municipal Election Results (Regular Assembly Meeting) (Military and overseas envelopes must be received by 12:00 noon.)	AMC 28.85.040A.

Contact MOA Elections at 907-243-VOTE (8683) or 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.
 Calendar Revised July 1, 2022