

# Municipality of Anchorage

## Filing for Anchorage School Board 2025



### 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

### Municipal Clerk's Office

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

### Terms end 2028

- School Board – Seat A
- School Board – Seat B

# MUNICIPALITY OF ANCHORAGE

## Municipal Clerk's Office

### Instructions for School Board Candidates

Filing period opens on Friday, January 10, 2025, at 8:00 a.m. and closes on Friday, January 24, 2025, at 5:00 p.m.

The following **three** 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 Municipal Clerk's Office 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>• Direct questions about this form the MOA Election Voter hotline at 907-243-VOTE (8683).</li><li>• Notary service is available at the MOA Election Center or 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>
<b>3. Hard copy of your Alaska Public Offices Commission (APOC) Public Official Financial Disclosure (POFD) Form that has been filed with the State of Alaska.</b>	<ul style="list-style-type: none"><li>• Print and turn in the Alaska Public Offices Commission (APOC) <b>Public Official Financial Disclosure (POFD) Form</b> that was filed electronically at <a href="http://my.alaska.gov">my.alaska.gov</a>.</li><li>• <b>Direct questions about filing the APOC POFD to:</b> Alaska Public Offices Commission 2221 E Northern Lights Blvd, #128 Anchorage, AK 99508-4149; Phone: 907-276-4176</li></ul>

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

<b>Candidate Withdrawal Statement Form</b> (if applicable) <i>This form must be notarized.</i> <i>File the withdrawal before 5:00 p.m. on Tuesday, January 28, 2025, to ensure your name is removed from subsequent notices and the ballot.</i>	<ul style="list-style-type: none"><li>• File the Candidate Withdrawal Statement Form 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>and</i> the Municipal Clerk's Office.</li><li>• If the Candidate Withdrawal Statement Form is filed after 5:00 p.m. on January 28, 2025, the Municipal Clerk has the sole discretion to remove the candidate's name from subsequent notices and the ballot. (AMC 28.30.030D.2.)</li></ul>
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#### ***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 Form</b>	<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 have been included in this packet for your information:

- Declaration of Candidacy
  - Each seat has a separate form in this packet. Please fill out and turn in only the form for the seat for which you wish to run.
- Confidential Identifier Form
- Candidate Withdrawal Request Form
- Candidate Information for Publication (Also fillable online, can turn in separately)
- Alaska Public Offices Commission (APOC) Municipal Candidate Handout
- Excerpts from the Anchorage Charter
- Excerpts from the Anchorage Municipal Code
- 2025 Election Calendar



# Municipality of Anchorage

## Declaration of Candidacy Form

**School Board – SEAT A**  
**Term ends 2028**

Office use only

I hereby declare my candidacy for a School Board Seat for the Municipality of Anchorage, and agree to serve, if elected, for the remaining portion of the 3-year term, expiring upon certification of the April 2028 Regular Municipal Election. I do hereby swear (affirm) that:

- (1) I am a resident of the Municipality of Anchorage.
- (2) I am a qualified voter of the Municipality of Anchorage and the State of Alaska.
- (3) I meet all qualifications as set forth in Anchorage Municipal Charter Section 6.02.

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 January 28, 2025, 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.

\_\_\_\_\_  
DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2025

**Signature of Candidate**

State of Alaska )  
                          )SS  
Third Judicial District)

THIS IS TO CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, 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

## Confidential Identifier Form

School Board – SEAT A

Term ends 2028

**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)



# Municipality of Anchorage

## Declaration of Candidacy Form

**School Board – SEAT B**  
**Term ends 2028**

Office use only

I hereby declare my candidacy for a School Board Seat for the Municipality of Anchorage, and agree to serve, if elected, for the remaining portion of the 3-year term, expiring upon certification of the April 2028 Regular Municipal Election. I do hereby swear (affirm) that:

- (1) I am a resident of the Municipality of Anchorage.
- (2) I am a qualified voter of the Municipality of Anchorage and the State of Alaska.
- (3) I meet all qualifications as set forth in Anchorage Municipal Charter Section 6.02.

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 January 28, 2025, 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.

\_\_\_\_\_  
DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2025

**Signature of Candidate**

State of Alaska )  
                          )SS  
Third Judicial District)

THIS IS TO CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, 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

## Confidential Identifier Form

School Board – SEAT B

Term ends 2028

**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)

# Municipality of Anchorage

## Candidate Withdrawal Statement Form

Office use only



I, \_\_\_\_\_, hereby withdraw my candidacy for the office of \_\_\_\_\_ – Seat \_\_\_\_\_, for the Municipality of Anchorage April 1, 2025, Regular Municipal Election. If I file this form before 5:00 p.m. on January 28, 2025, 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.

\_\_\_\_\_  
**Signature of Candidate** DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2025

State of Alaska )  
                          )SS  
Third Judicial District)

THIS IS TO CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, before me the undersigned, a Notary Public in and for the State of Alaska, personally appeared \_\_\_\_\_ known to me and known to be the individual named in and who executed the foregoing instrument and he/she acknowledged to me that he/she signed the same freely and voluntarily for the uses and purposes therein stated.

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

\_\_\_\_\_  
Notary Public in and for Alaska  
My Commission expires: \_\_\_\_\_



# Municipality of Anchorage

## Candidate Information for Publication

MOA Election Center  
619 East Ship Creek Avenue, Door D, Anchorage, Alaska 99501  
(PO Box 196659, Anchorage, Alaska 99519)  
Email: elections@anchorageak.gov Telephone: 907-243-VOTE (8683) Fax: 907-343-4313  
or  
Municipal Clerk's Office  
632 West 6th Avenue, Suite 250, Anchorage, Alaska 99501

For Office Use Only

**Forms may be submitted in-person or via email.**

This candidate statement form must be received by no later than **Friday, January 24, 2025 at 5:00 p.m.**  
If received after the deadline the acceptance of this form is at the discretion of the Clerk or designee of the Clerk.

[NOTE: Candidate information will be published verbatim on the MOA's Election website and in the Voter Pamphlet.]

CANDIDATE PROFILE	
Name:	
Office Sought:	
Email:	Phone No.:
Education:	
ELECTED EXPERIENCE	
Elected and/or appointed positions held and dates of service – List no more than 3	
1.	
2.	
3.	
OTHER PROFESSIONAL EXPERIENCE	
Elected and/or appointed positions held and dates of service – list no more than 3.	
1.	
2.	
3.	
COMMUNITY SERVICE	
List no more than 3	
1.	
2.	
3.	

# ALASKA PUBLIC OFFICES COMMISSION



ANCHORAGE  
2221 E. Northern Lights, Room 128  
Anchorage, AK 99508-4149  
Phone: (907) 276-4176 or  
Toll free: (800) 478-4176  
Fax: (907) 276-7018  
  
Website: [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc)  
Email: [apoc@alaska.gov](mailto:apoc@alaska.gov)

JUNEAU  
240 Main St. #201  
PO Box 110222  
Juneau, AK 99811  
Phone: (907) 465-4864  
Fax: (907) 465-4832

**2025 STATEWIDE  
MUNICIPAL CANDIDATES  
Subject to CD & POFD**

**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](http://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/statements 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 or Nominating Petition first, they do not need to file a Letter of Intent.

**Declaration of Candidacy or Nominating Petition:** Municipal candidates file their Declaration or Petition with their specific Municipal Clerk's Office. The Declaration of Candidacy or Nominating Petition 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 or Nominating Petition at the Municipal Clerk's Office. All candidates must either have a **current 2025 POFD Statement** (covering calendar year 2024) **on file with the Municipal Clerk's Office**; or file a **2025 Candidate POFD Statement** (covering calendar year 2024) **at the time they declare candidacy with the Municipal Clerk's Office** for the 2025 Statewide Municipal Election. **Penalties for late-filed and incomplete POFD statements are assessed at \$10 per day until compliance is met.**

**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 1<sup>st</sup>, they will begin with a **Year Start Report**, due February 18<sup>th</sup>. 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, contributions in excess of \$250 from a single source must be reported by date, amount, and contributor within 24 hours of receipt. This includes all monetary, non-monetary, and candidate contributions, as well as contributions of more than \$250, in the aggregate, from a single contributor during the 9-day period. 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. **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**

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 for late-filed and incomplete campaign disclosure reports 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!*

## Excerpts from Anchorage Municipal Charter

### ARTICLE VI. - EDUCATION

#### Section 6.01. - Public school system.

The system of public schools for the municipality shall be operated by a school board of seven persons elected at-large from seats designated as seat A, seat B, seat C, seat D, seat E, seat F, and seat G.

#### Section 6.02. - Qualification, term and compensation.

- (a) A candidate for school board shall be a qualified municipal voter. A school board member shall serve a three-year term and shall remain a resident of Anchorage while in office.
- (b) The compensation of school board members shall be fixed by the commission on salaries and emoluments.
- (c) A person who has served on the school board for three consecutive terms may not be reelected to the school board until one full term has intervened.

(AO No. 90-93, prop. 8, 10-2-90; AO No. 90-95, prop. 7, 10-2-90)

#### Section 6.03. - Powers of the school board.

The school board has the powers provided by law, including but not limited to, the power to:

- (1) Formulate policy for the operation of the schools;
- (2) Appoint and provide for suspension and removal of school personnel, including the superintendent;
- (3) Serve as a board of personnel appeals;
- (4) Generally supervise school district fiscal affairs, including preparation and submission of the annual budget and six-year plan.

#### Section 6.04. - Joint conferences.

The assembly and school board shall meet at least four times yearly in public session to discuss and coordinate financial planning, capital improvement needs, the comprehensive plan, and other matters of mutual concern.

#### Section 6.05. - Budget and six-year plan.

- (a) The superintendent of schools shall submit to the school board at such time as the board directs a proposed budget for the next fiscal year and a proposed six-year program for capital improvements and fiscal policies. The board shall hold at least one public hearing on the proposed budget and program before they are submitted to the assembly, and at least one public hearing after assembly action if the total amount is different. The proposed budget and program shall be approved and submitted to the assembly at least 90 days before the end of the current fiscal year of the school district.
- (b) The assembly may increase or decrease the budget of the school district only as to total amount. The school district may not appropriate or otherwise incur the expenditure of any funds, regardless of the

source, in excess of the total amount of the budget, as approved by the assembly, without prior approval by the assembly.

- (c) The assembly shall approve the budget of the school district as amended and appropriate the necessary funds at least 60 days prior to the end of the fiscal year of the school district. If the assembly fails to approve the school district budget and make the necessary appropriation within the time stated, the budget proposal shall become the budget and appropriation for the fiscal year of the school district without further assembly action.

(AO No. 90-88, prop. 9, 10-2-90)

**Section 6.06. - Dedicating retail marijuana sales tax net proceeds and the accountability board of child care and early education.**

- (a) Dedicated retail marijuana sales tax net proceeds. The net proceeds of the retail marijuana sales tax shall be dedicated to:
  - (1) Creating access to child care and early education programs for the residents of Anchorage including foster children;
  - (2) Provide funding for reading programs for child care and early education programs;
  - (3) Provide resources to increase funding, livable wages, training and staffing for child care and early education programs; and
  - (4) Prioritize the utilization of existing school district facilities that are closed, scheduled to be closed, or underutilized for use for child care and early education programs, as long as they are economically feasible, before other facilities are considered for the use of these funds.
- (b) Accountability board of child care and early education; composition and purpose. There is established an accountability board of child care and early education appointed by the mayor and confirmed by the assembly. The assembly shall establish by ordinance the board's responsibilities, composition and operation. The board's mission and activities shall be for the purpose of supporting and advancing child care and early education in Anchorage. No board member may serve in any elected office, except on a service area board established pursuant to section 9.01 of this Charter. The board shall advise the assembly and administration.
- (c) Budget and funding. The board shall have a separate budget within the annual municipal budget and it shall be subject to Charter sections 13.03 through 13.08. The board shall prepare a proposed budget and submit it to the mayor and a copy to the assembly at least 120 days before the end of the municipal fiscal year. The budget may provide for investment of funds for use on capital projects or capital programs in future years. The mayor shall submit a proposed budget from the board to the assembly, and it shall be considered and approved separately from the municipal budget. The mayor shall describe any changes made to the budget proposed from the board in a report accompanying the mayor's proposed budget. The assembly shall establish a tax rate at a level sufficient for the approved budget and in accordance with Charter § 14.06. The funding provided under this section shall not duplicate existing funding under Charter § 14.07(b) but may be complementary.
- (d) Expenditures and administrative limit. The board may support and advance child care and early education in Anchorage in any manner not prohibited by law, including issuing grants, conducting studies or other research, and funding training or professional development. Grants and fund expenditures shall be used

for nonsectarian purposes and may be issued to any public, private, or religious organization otherwise eligible to receive municipal grants and contracts. The board may spend no more than ten percent of the funds received each year on its own administrative costs as defined by ordinance. The board shall each year publish a report describing the amounts spent and the results achieved, and other information as the assembly by ordinance may prescribe.

(e) Accountability board staff. The board may, but is not required to, appoint a principal executive officer in consultation with the mayor. The principal executive officer shall serve at the pleasure of the board.

(f) The assembly shall implement this section by ordinance.

(AO No. 2022-17(S-2), § 2, 5-25-23)

Accessed August 26, 2024, Municipality of Anchorage, Anchorage Municipal Charter, Code and Regulations  
[https://library.municode.com/ak/anchorage/codes/code\\_of\\_ordinances?nodeId=PTICH\\_ARTVIED](https://library.municode.com/ak/anchorage/codes/code_of_ordinances?nodeId=PTICH_ARTVIED)

## Excerpts from Anchorage Municipal Code

### TITLE 28 – ELECTIONS

#### Chapter 28.20 – GENERAL PROVISIONS

##### 28.20.010 - Time and method for elections.

- A. A regular election shall be held annually on the first Tuesday in April.
- B. The assembly may call a special election only by adoption of a resolution establishing the special election date. If the election is for the purpose of electing candidates to fill offices, the resolution shall establish dates for publishing notice of vacancies and the time for filing declarations of candidacy. If the election is for the purpose of voting on ballot propositions, the resolution shall establish dates for the introduction and passage of ordinances regarding those ballot propositions. Special elections shall be called in accordance with applicable Charter, code, and law, including:
  - 1. The Charter:
    - a. Section 3.02, initiative and referendum;
    - b. Section 3.03, recall;
    - c. Section 7.02, filling vacancies in elective office;
  - 2. Anchorage Municipal Code:
    - a. Chapter 2.50, initiatives, referenda and recall;
    - b. Chapter 2.70, vacancies in elective office;
    - c. Chapter 28.20, time for elections; notices;
    - d. Section 28.40.020, preparation and distribution.
- C. A runoff election required by the results a regular or special election shall be held within three weeks from the date of certification of the election results.
- D. Reserved.
- E. Effective June 1, 2016, all municipal elections shall be conducted by mail unless otherwise provided by the assembly in the call of election.
- F. Elections close at 8:00 p.m. on election day.

(GAAB 7.05.040.A; AO No. 85-75; AO No. 88-129(S-1); AO No. 91-50; AO No. 99-113, § 1, 8-10-99; AO No. 2000-167, § 1, 1-9-01; AO No. 2014-28, § 1, 2-25-14 - repealed by AO No. 2015-63, § 2, 7-14-15 ; AO No. 2016-33, § 1, 3-22-16 ; AO No. 2017-29(S) , § 2, 6-1-17; AO No. 2019-104 , § 4, 9-10-19; AO No. 2020-104 , § 1, 11-4-20; AO No. 2021-131(S), § 4, 1-14-21; AO No. 2023-32 , § 1, 3-22-23)

Editor's note— Section 2 of AO No. 2014-28 states, "Section 1 [section 28.20.010A.] shall be effective starting with the 2017 election cycle. The regular municipal election for 2017 shall be held in November. The tenure of incumbent elected office holders whose terms expire in or after April 2017 shall be extended until election certification, except for the Mayor, who shall take office on January 2."

Section 3 of AO No. 2014-28 states, "Elected officials shall assume office immediately upon election certification except the Mayor, who shall take office on January 2."

Accessed August 26, 2024, Municipality of Anchorage, Anchorage Municipal Charter, Code and Regulations [https://library.municode.com/ak/anchorage/codes/code\\_of\\_ordinances?nodeId=TIT28EL\\_CH28.20TIELNO](https://library.municode.com/ak/anchorage/codes/code_of_ordinances?nodeId=TIT28EL_CH28.20TIELNO).



## 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.

### 28.30.030 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 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; AO No. 2022-98 , § 5, 12-6-22)

### **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 August 26, 2025, 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 1, 2025 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 5, 2025 (Sunday)	Notice of Vacancies published	AMC 28.20.030 (at least 86 days before election)
January 6, 2025 (Monday)	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 7, 2025 (Tuesday)	Last day to introduce ordinances containing propositions for the April ballot to allow for public hearing (Regular Assembly Meeting)	AMC 28.20.015A. (introduction at least 84 days before election) plus Charter 10.01(b) (public hearing at least 7 days after publication of notice)
January 10, 2025 (Friday)	Filing for Office opens at 8:00 a.m.	AMC 28.30.030C. (no earlier than 81 days before election)
January 21, 2025 (Tuesday)	Last day for public hearing on ordinances containing ballot propositions (Regular Assembly Meeting)	AMC 28.20.015B. (shall act on all legislation containing ballot proposition language)
January 24, 2025 (Friday)	Filing for Office closes at 5:00 p.m.	AMC 28.30.030C. (no later than 67 days before election)
January 27, 2025 (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 28, 2025 (Tuesday)	Last day for candidates to withdraw and not be published on the ballot	AMC 28.30.030D.1. (no later than 63 days before election)
January 31, 2025 (Friday)	Last day for veto overrides or reconsideration votes on ordinances containing ballot propositions	AMC 28.20.015B. (the assembly shall have until 60 days prior to the election for the purposes of a veto override or reconsideration vote)
February 9, 2025 (Sunday)	First Notice of Election published	AMC 28.20.040A.1.a. (at least 51 days before election)
March 2, 2025 (Sunday)	Last day to register to vote for the Regular Election	AMC 28.30.010A.3. (30 days before election)
March 11, 2025 (Tuesday)	Ballot Packages mailed to qualified Anchorage voters	AMC 28.40.020C. (at least 21 days before election)
March 12, 2025 (Wednesday)	Secure Drop Boxes are opened	AMC 28.50.030B.1. (no later than the day after ballot packages mailed)
March 25, 2025 (Tuesday)	Anchorage Vote Centers are opened	AMC 28.50.030B.2. (at least 7 days prior to election)
March 30, 2025 (Sunday)	Second Notice of Election published	AMC 28.20.040A.2. (no later than the day before the election)
<b>April 1, 2025 (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 28.50.030B., AMC 28.70.030A.1.c., and AMC 28.70.030A.2.c.</b>
April 17, 2025 (Thursday)	Election Commission Meeting and Public Session of Canvass: Adjudication of challenged ballots	AMC 28.85.010A. (on or before 3 <sup>rd</sup> Friday after Election Day)
April 22, 2025 (Tuesday)	Certification of Regular Municipal Election Results (Regular Assembly Meeting)	AMC 28.85.040A.

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.