

# Municipality of Anchorage

## Filing for Service Area Board of Supervisors 2020



### Office of the Municipal Clerk

632 West 6<sup>th</sup> Avenue, Suite 250, Anchorage, Alaska 99501  
OR

### MOA Election Center

619 E. Ship Creek Dr., Suite 100, Door D, Anchorage, Alaska 99501  
PO Box 196659, Anchorage, Alaska 99519-6650  
Telephone: 907-243-VOTE (8683) Fax: 907-343-4313

### All seat terms end 2023

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

# Municipality of Anchorage

## Office of the Clerk

### Instructions for Service Areas Candidates

Filing period opens January 17, 2020 at 8:00 a.m. and closes January 31, 2020 at 5:00 p.m.

The following form must be completed and filed with the Office of the Municipal Clerk at City Hall, 632 West 6<sup>th</sup> Avenue, Suite 250, *OR* at the MOA Election Center 619 E. Ship Creek Dr., Suite 100, Door D (east side of building), Anchorage, Alaska, *OR* via fax at 343-4313.

|  |  |
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| <b>1. Declaration of Candidacy Form</b><br><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's hotline at 243-VOTE (8683).</li><li>• Notary service is available at the Municipal Clerk's Office or at the MOA Election Center.</li></ul> |
| <b>2. Confidential Identifier Form</b>   | <ul style="list-style-type: none"><li>• This information is kept <b>confidential</b>.</li><li>• Identifiers include the following: Birth date, voter ID number, or last four of your Social Security number.</li></ul>                           |

***If you are elected, the following form must be filed:***

|  |  |
|--|--|
| <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 will be required to file a written disclosure of whether or not the elected official or a member of the person's 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, also see AO 2017-042, As Amended.)</li></ul> |
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***To withdraw, file a withdrawal request:***

|   |   |
|---|---|
| <b>Candidate Withdrawal Request Form</b><br>(if applicable)<br>Deadline: February 4, 2020 at 5:00 p.m.<br><i>This form must be notarized.</i> | <ul style="list-style-type: none"><li>• Submit the Candidate Withdrawal Request to the Municipal Clerk's Office <i>or</i> MOA Election Center.</li><li>• Notary service is available at the Municipal Clerk's Office <i>or</i> MOA Election Center.</li></ul> |
|---|---|

***Qualifications for WRITE-IN candidates according to AMC 28.30.020:***

|  |
|--|
| <p>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.</p> <p>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.</p> |
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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 Form
- References to Anchorage Municipal Code
- 2020 Election Calendar



# Municipality of Anchorage

## Declaration of Candidacy

Service Area Board of Supervisors  
Term ends 2023.

I hereby declare my candidacy for \_\_\_\_\_ Service Area Board of Supervisors, Seat \_\_\_\_\_. I agree to serve, if elected, for a 3-year term, expiring upon certification of the April 2023 Regular Municipal Election. I do hereby swear (affirm) that:

- (1) I am a resident of the Municipality of Anchorage; *and* I have been a resident of the service area designated above for 90 days immediately preceding the April 7, 2020 Election. (You are certifying that you have been a resident of the service area as of January 2, 2020.)
- (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 AMC 28.30.020.

It is further understood that I may request to withdraw my declaration of candidacy no later than 5:00 p.m. on February 4, 2020, by submitting a written notice of withdrawal to the Municipal Clerk in accordance with AMC 28.30.030D.

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

\_\_\_\_\_  
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 \_\_\_\_\_, 2020

**Signature of Candidate**

State of Alaska )  
                          )SS  
Third Judicial District)

THIS IS TO CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, 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 Seat**

Term ends 2023

**CONFIDENTIAL**

Candidates, please provide your 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 of Social Security): \_\_\_\_\_

# Municipality of Anchorage Candidate Withdrawal Request



I \_\_\_\_\_, hereby request to withdraw my candidacy for  
\_\_\_\_\_ – Seat \_\_\_\_\_, from the Municipality of Anchorage

April 7, 2020 Regular Municipal Election ballot.

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

\_\_\_\_\_  
**Signature of Candidate** DATED THIS \_\_\_\_ day of \_\_\_\_\_, 2020

DATED THIS \_\_\_\_ day of \_\_\_\_\_, 2020

State of Alaska            )  
                                      )SS  
Third Judicial District    )

THIS IS TO CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 2020, 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 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 upon at least 30 days' notice, unless the election is for the purpose of electing candidates to fill offices, in which case the assembly shall call the election upon at least 45 days' notice.
- C. A runoff election required by the results of the regular election shall be held the first Tuesday in May.
- D. A runoff election required by the results of a special election shall be held not more than 30 days after certification of the special election.
- 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)

### 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**— 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, 1-26-16AO 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.
- 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)

Accessed December 2, 2019, Municipality of Anchorage, Anchorage Municipal Charter, Code and Regulations [https://library.municode.com/ak/anchorage/codes/code\\_of\\_ordinances?nodeId=TIT28EL](https://library.municode.com/ak/anchorage/codes/code_of_ordinances?nodeId=TIT28EL)



**Municipality of Anchorage**

**April 7, 2020**

**Regular Election Calendar**

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

[www.muni.org/elections](http://www.muni.org/elections)

[elections@muni.org](mailto:elections@muni.org)

| <b>Date</b>                  | <b>Action</b>  | <b>Code Reference as of September 13, 2019</b>   |
|------------------------------|--|--|
| January 12, 2020 (Sunday)    | Notice of Vacancies Published  | AMC 28.20.030 (at least 86 days)   |
| January 13, 2020 (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 plus 10 days to certify) and AMC 2.50.050E. (Certify petition within 10 days) |
| January 14, 2020 (Tuesday)   | Last Day to Introduce Ordinances Containing Propositions for the April Ballot to Allow for Public Hearing (Regular Assembly Meeting)                                       | AMC 28.20.015 (not later than 70 days prior) plus Charter 10.01(b) (public hearing at least 7 days after introduction)                     |
| January 17, 2020 (Friday)    | Filing For Office Opens 8:00 a.m.  | AMC 28.30.030C. (no earlier than 81 days)  |
| January 28, 2020 (Tuesday)   | Last Day for Final Assembly Action on Ordinances Containing Ballot Propositions (Regular Assembly Meeting)   | AMC 28.20.015 (no later than 70 days prior)  |
| January 29, 2020 (Wednesday) | Last Day to Submit Initiative or Referendum Petition Signatures to Appear on Regular Election Ballot   | Charter 3.02 (b) (at least 45 days plus 10 days to certify) and AMC 28.20.040A.1 (Plus 7 days for notice in the newspaper)                 |
| January 31, 2020 (Friday)    | Filing for Office Closes at 5:00 p.m.  | AMC 28.30.030C. (no later than 67 days)  |
| February 4, 2020 (Tuesday)   | Last Day for Candidates to Withdraw from Ballot  | AMC 28.30.030D. (no later than 63 days)  |
| February 9, 2020 (Sunday)    | Notices of Election, Accessible Vote Center Locations, and Bonded Indebtedness Published   | AMC 28.20.040 (at least 58 days)   |
| March 8, 2020 (Sunday)       | Last Day to Register to Vote for the Regular Election  | AMC 28.30.010A.3. (at least 30 days)   |
| March 17, 2020 (Tuesday)     | Ballot Packages Mailed to Qualified Anchorage Voters   | AMC 28.40.020C. (at least 21 days)   |
| March 17, 2020 (Tuesday)     | Ballot Envelope Review Begins  | AMC 28.70.010 (may commence upon receipt)  |
| March 18, 2020 (Wednesday)   | Secure Drop Boxes are Opened   | AMC 28.50.030B. (day after ballot packages mailed)   |
| March 30, 2020 (Monday)      | Accessible Vote Centers Open (City Hall, Eagle River Town Center, Election Center, Loussac Library, Muldoon Mall, and O'Malley's on the Green)                             | AMC 28.50.030C. (at least 7 days)  |
| April 5, 2020 (Sunday)       | Notices of Election, Accessible Vote Center Locations, and Bonded Indebtedness Published   | AMC 28.20.040A.2 (no later than 1 day before)  |
| April 7, 2020 (Tuesday)      | Regular Municipal Election Day: All Ballot Envelopes Must be Postmarked on or Before Election Day, or Returned to a Secure Drop Box or Accessible Vote Center by 8:00 p.m. | AMC 28.20.010A., AMC 28.50.030, and AMC 28.70.030C.3.  |
| April 17, 2020 (Friday)      | Election Commission Meeting and Public Canvass: Adoption of Report and Unofficial Election Results Published   | AMC 28.85.010A. and AMC 28.85.030 (on or before 3 <sup>rd</sup> Friday after Election Day)   |
| April 21, 2020 (Tuesday)     | Certification of Regular Municipal Election Results (Regular Assembly Meeting)   | AMC 28.85.040  |

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.

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Revised 11/01/2019

This calendar is a courtesy notice of dues 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 Code and Anchorage Municipal Charter.