



OFFICE OF THE MUNICIPAL CLERK/ ELECTION OFFICIAL

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Date: March 4, 2024
To: Mayor Weldon & Assembly
From: Beth McEwen, Municipal Clerk/Election Official
Subject: Timelines for October 1, 2024 Regular Municipal Election

The next CBJ Regular Municipal Election is Tuesday, October 1, 2024.¹ Following the direction of the Assembly to conduct all CBJ elections by mail, the timelines for conducting the October 1, 2024 election are set forth below. All dates referenced below are for the 2024 calendar year unless otherwise noted. Please note that all code citations used in this memo are referring to the current code in place as of the date of this memo.

CHARTER AMENDMENTS

The Assembly may propose a Charter amendment by ordinance.² In order for a proposed amendment to be submitted to the voters at the regular election, an ordinance to amend the Charter would need to be adopted no earlier than Monday, June 3, and no later than Friday, August 2.³ These deadlines are set to avoid the need to hold a special election. The first regular meeting for the Assembly to introduce a Charter amendment is May 13, the last regular scheduled meeting for the Assembly to adopt a Charter amendment is July 29, unless special meetings are scheduled for such purposes.

GENERAL BALLOT PROPOSITIONS

Notice of the regular election must be published no later than Saturday, August 31.⁴ The notice must state the purposes of the election. All ballot propositions must be finalized prior to the date the notice of election is published.

Ordinances or resolutions proposing a ballot proposition, other than a Charter amendment, *must* be adopted by July 29, in order to allow time for publishing the notice of election and for ballot preparation, printing and mailing to Juneau. I recommend introducing any ballot measure no later than the June 17 Regular Assembly meeting, with public hearing and Assembly action on July 1. If necessary, the Assembly could delay action until the next regular meeting of July 29. The Assembly can hold a special meeting to introduce or adopt a ballot ordinance, as long as a

1 CBJ Charter Section 6.1 Regular Elections “A regular election shall be held annually on the first Tuesday in October, or such other date as the assembly may provide by ordinance.”

2 CBJ Charter Section 14.2 Proposal by the Assembly “The assembly may propose Charter amendments by ordinance containing the full text of the proposed amendment and adopted by at least six votes of the assembly.”

3 CBJ Charter Section 14.5 Election “*The election shall be held not less than sixty days and not more than one hundred and twenty days after the amendment has been proposed. If no regular election is to be held within that period, the assembly shall provide for a special election on the proposed amendment.*”

4 CBJ Charter Section 6.1 Regular Elections “At least thirty days published notice shall be given of a regular election.”

public hearing on the ordinance is held. The notice of public hearing on an ordinance must be published in a newspaper of general circulation at a minimum of seven days prior to the public hearing.⁵

PETITIONS

A petition may propose to amend the CBJ Charter or the CBJ Municipal Code. There is an outlined procedure for conducting an initiative (to propose something new) or a referendum (to repeal something in existence). To start a petition, petitioners form a committee of five qualified municipal voters and submit an affidavit stating the purpose of the petition to the Clerk's office.⁶

A petitioner's committee is encouraged to submit a copy of the affidavit and the proposed ordinance, resolution or other measure to be initiated to the Municipal Attorney with a request that it be reviewed by the Attorney.⁷

After receipt of a petition affidavit, the Clerk has 15 work days to review and deny or approve the petition affidavit and, if approved, issue petition books. The petition committee then has 30 calendar days in which to obtain the signatures of qualified voters equal to 25% of the votes cast in the preceding regular municipal election. Based on the 9,435 total ballots counted during the 2023 election, 25% of that would require 2,359 signatures of qualified voters to certify a petition in the City and Borough of Juneau.⁸

The CBJ Charter and Code anticipates a timeframe, which can extend from 66 - 81 days from the time the affidavit is submitted in the Clerk's office to the time it is certified by the Clerk.^{9/10} This includes 15 days for the Clerk to review and issue signature booklets to a petitioner's committee, 30 days for the collection of signatures, 10 days for the Clerk to certify signatures, and up to 20 additional days for petitioners to gather, and the Clerk to review, additional signatures if a timely submitted petition is found deficient.

The time frames for a certified petition proposition to be placed on the ballot vary depending on the type of petition proposed.¹¹ Petitioners are encouraged to contact the Clerk's office in March of each year begin working on the petition process. Below are the filing periods for each type of petition to potentially have a question appear on the October 1 ballot:

Initiative Petition Filing Period March 26 – April 9

Referendum Petition Filing Period April 9 – April 24

5 CBJ Charter Section 5.3 Ordinance Procedure (a) "...The public hearing on an ordinance shall follow publication by at least seven days..."

6 CBJ Charter Section 7.2 Commencement of Proceedings. (a) "Any five qualified municipal voters may commence initiative or referendum..."

7 CBJ Code Section 29.10.020 Attorney assistance on initiative petitions.

8 CBJ Charter Section 7.3

9 CBJ Code Section 29.10.025 Certification of Petitioners' Committee Affidavit

10 CBJ Charter Section 7.3 Petition "A petition...shall be filed in proper form with the clerk within thirty days after the date of issuance of petition pages" and 7.6 Examination for Sufficiency "Within ten days following the date on which the petition is filed in proper form, the clerk shall certify if it bears the required number of signatures"

11 CBJ Charter Section 14.5 Election (a) "Proposed (charter) amendments shall be submitted to the qualified voters of the municipality" and CBJ Charter Section 7.10 Action on Petitions (a) "When an initiative or referendum petition has been determined sufficient, the clerk immediately shall submit it to the assembly".

Charter Amendments

If the petition proposes a Charter amendment, the Assembly **does not** participate in the process. Once certified, the proposition is placed on the ballot.¹² In order to meet publication deadlines for the Notice of Election and to avoid a special election the following dates are set for 2024:¹³

Charter Amendments:

June 3 - Earliest day Clerk can certify a voter initiated Charter amendment petition.
(Petitioner affidavit to be submitted no earlier than **March 29**.)

August 2 - Last day Clerk can certify a voter initiated Charter amendment petition.
(Petitioner affidavit to be submitted by **May 13** at the latest.)

If a Charter amendment petition is submitted outside of the timeframe to fall on a regularly scheduled election, a special election may be required to be held to determine the outcome.

Code Ordinances

If the petition proposes adoption by initiative or repeal by referendum of an ordinance, the Assembly does participate in the process. Upon certification of an initiative or referendum petition, the Clerk submits it to the Assembly for review and possible action. In order to allow the greatest amount of time possible for the petition process, this timeline proposes a **July 29** date by which the Assembly would take action to adopt a substantially similar ordinance or repeal the referred measure.

If the Assembly fails to adopt a proposed initiative measure without any change in substance within forty-five days or fails to repeal the referred measure within thirty days after the date the petition was determined sufficient, the proposed initiative or referred measure is submitted to the voters on the ballot. Since the last regular Assembly meeting to act on an ordinance to be placed on the October 1 ballot is July 29, any **referendum petition** should be certified by the Clerk and submitted to the Assembly by **June 28** to allow time for drafting and public notice of a proposed ordinance. The deadline by which the Clerk should certify and submit an **initiative petition** for adoption no later than the July 29 Assembly meeting would be **June 14**.

If a petition is submitted to the Assembly outside of the timeframe that would allow the measure to be placed on the regularly scheduled election, the Assembly determines whether it is in the best interest of the municipality to conduct a special election on the matter before the next scheduled election.¹⁴

A petitioners' committee for either a Code or Charter amendment is encouraged to discuss the matter with the Municipal Clerk and Municipal Attorney prior to action and is encouraged to

¹² CBJ Charter 14.5 (a) Election.

¹³ CBJ Charter Section 14.5 (b) Election (b) "The election shall be held not less than sixty days and not more than one hundred and twenty days after the amendment has been proposed."

¹⁴ CBJ Charter 7.10 Action on Petitions (b) The election on a proposed initiative or referred measure shall be held at the next regular election, or, if already scheduled, a special election occurring not sooner than 90 days from the last day on which the assembly action may be completed on the proposed initiative or referred measure. If no regular election is scheduled to occur within 75 days after the certification of a petition and the Assembly determines it is in the best interest of the municipality, the Assembly may, by ordinance, order a special election to be held on the matter before the next scheduled election. The notice of election shall contain at least a summary of the proposed initiative or referred measure.

start activities at the earliest date possible.

CANDIDATE FILING PERIOD

In accordance with CBJ Code 29.07.050, nominating petitions for the October 1, 2024 municipal election must be submitted no earlier than **8:00 a.m., Friday, July 12**, and no later than **4:30 p.m., Monday, July 22**.¹⁵ These petitions are available in the Clerk's office and require the signatures of 25 registered CBJ voters. In addition, to be considered a certified candidate, a printed/signed copy of the electronically submitted Alaska Public Offices Commission Public Official Financial Disclosure (APOC POFD) Statement must be submitted to the Clerk's office no later than the July 22, 4:30 p.m. deadline.¹⁶

A candidate may withdraw his or her name from the printed ballot no later than 4:30 p.m. on Friday, July 26.¹⁷

Candidates may submit an official candidate statement for publication on the CBJ website as early as the filing of their nominating petition but no later than August 12.¹⁸

Write-in candidates can file a letter of intent and an APOC POFD statement with the Clerk's office not earlier than Friday, July 26 and not later than 4:30p.m. on September 24. Write-in candidates do not participate in the Official Candidate Statement process.

Attachments

- Quick Reference Dates for October 1, 2024 Election
- Petition Process Flow Chart

15 CBJ Code Section 29.07.050 (c) Candidates – Nomination

16 AS 39.50.020 (a)... Candidates for elective municipal office shall file the statement at the time of filing a nominating petition, declaration of candidacy, or other required filing for the elective municipal office. Refusal or failure to file within the time prescribed shall require that the candidate's filing fees, if any, and filing for office be refused or that a previously accepted filing fee be returned and the candidate's name removed from the filing records....(b)... Municipal officers, former municipal officers, and candidates for elective municipal office, shall file with the municipal clerk or other municipal official designated to receive their filing for office. All statements required to be filed under this chapter are public records.

17 CBJ Code 29.07.050 (e) Any candidate nominated may withdraw his or her nomination not later than 4:30 p.m. of the 67th day before the election.

18 CBJ Code 29.07.050, Official Candidate Statement. Please contact the Election Official for the necessary forms/procedures for filing of these official candidate statements.

Quick Reference Dates for October 1, 2024 CBJ Regular Election

WORKING DRAFT-Updated March 4, 2024 All dates are 2024
See <https://juneau.org/clerk/elections> for full details.

March 26	<u>Initiative Petition</u> Filing Period opens (to make a new law)
March 29	First day for the public to file for a Charter Amendment change (to change the CBJ Charter)
April 9	<u>Initiative Petition</u> filing period closes. <u>Referendum Petition</u> Filing Period opens (to get rid of an existing law)
April 24	<u>Referendum Petition</u> Filing Period closes
May 11	What It Takes to Run for Public Office , a free workshop by the Juneau League of Women Voters, CBJ Clerk's Office, Juneau School District, and Juneau Public Libraries.
May 13	Earliest Regular Assembly meeting for the Assembly to introduce a Charter Amendment Ordinance
May 13	Last Day for the public to file for a Charter Amendment change
June 3	[120 days prior to Election Day] Earliest day for the clerk to certify a petition for a Charter amendment
June 17	First Regular Assembly Meeting for the Assembly to adopt any Charter Amendment Ordinance
June 14	Deadline for the Clerk to certify an Initiative Petition and submit it to the Assembly for Action.
June 22	[100 Days until Election Day]
June 28	Deadline for the Clerk to certify a Referendum Petition and submit it to the Assembly for action.
July 1	Last Regular Assembly Meeting to Introduce all Ballot ordinances, including any Charter amendments.
July 3	[90 days prior to Election Day]
July 12	[81 days prior to Election Day] Filing for Assembly and School Board Candidacy Opens at 8:00 a.m.
July 22	[71 days prior to Election Day] Filing for Assembly and School Board Candidacy Closes at 4:30 p.m.
July 26	Last day for candidates to withdraw their name from the printed ballot – 4:30 p.m. First day a write-in candidate can file a letter of intent to run a write-in campaign.
July 29	Last Regular Assembly Meeting to Adopt all ballot ordinances, including any Charter amendments or to make a motion placing an advisory question on the ballot.
Aug. 2	[60 days prior to Election Day] Last day for Assembly to adopt or the Clerk to certify a petition for a Charter amendment proposition (This is a Friday and would require a Special Assembly meeting.)
Aug. 7	Clerk finalized ballot layout & sends it for design and testing
Aug. 12	[50 days prior to Election Day] Optional Candidate Profiles due to Clerk

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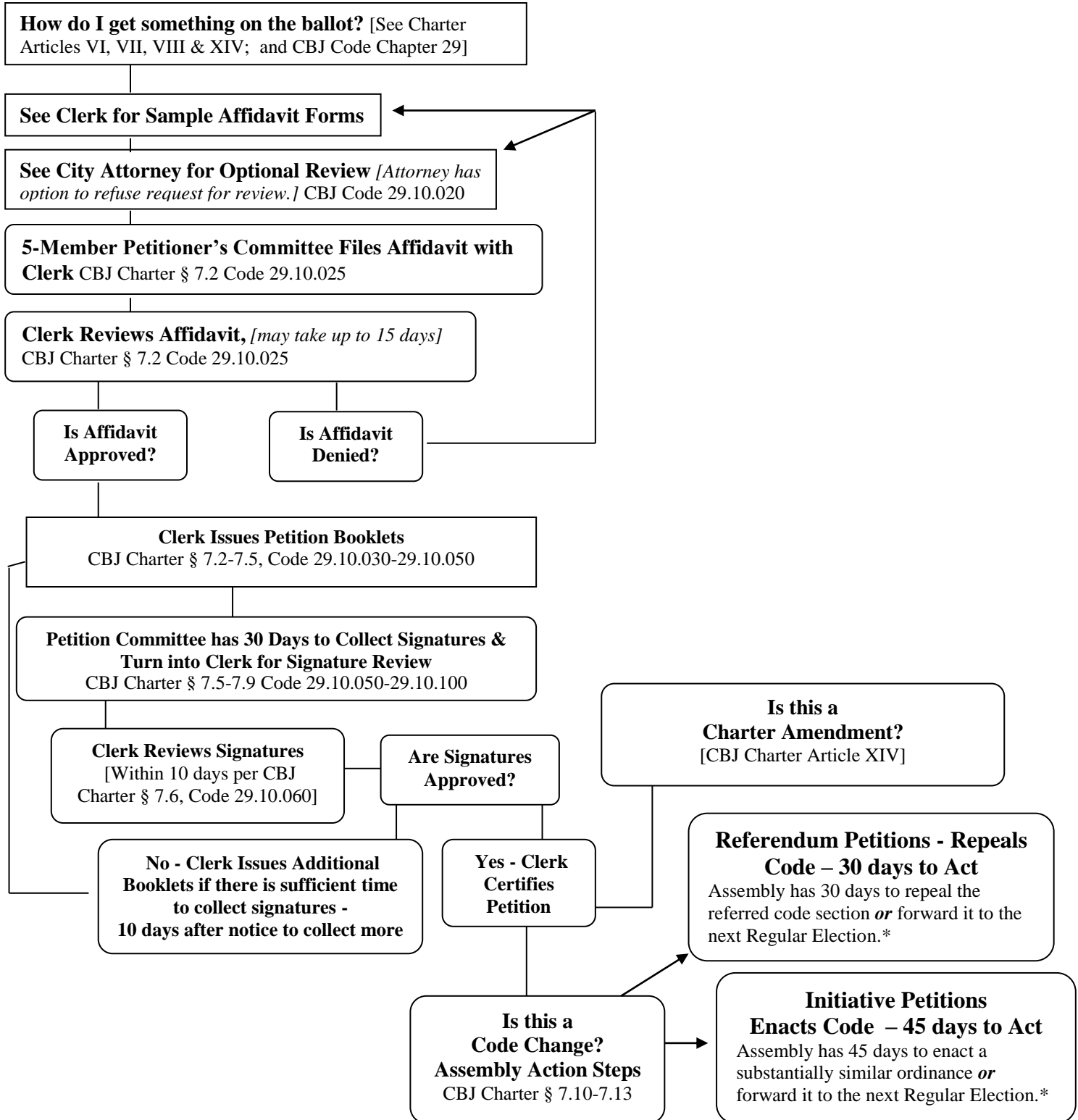
Aug. 16	Final ballot approval with printer
Aug. 31	Notice of Election Published in Newspaper of General Circulation (Juneau Empire)
Sept. 1	[30 days prior to Election Day] Last day for residents to register to vote in this election; Deadline for Candidate Profiles to be published on CBJ Elections website
Sept. 2	Labor Day Holiday Observed
Sept. 3-6	Election Equipment Logic and Accuracy Testing occurs week of Sept. 3
Sept. 12	Ballots mailed out from printer/contractor (in WA) to all qualified registered voters
Sept. 13	Ballot Drop Boxes unlocked to begin receiving ballots
Sept. 16-10/1	Vote Centers open in Assembly Chambers and Mendenhall Valley Library Large Meeting Room for in-person voting, special needs voting, ADA accessible voting equipment, or to drop off by-mail ballots.
Sept. 24	[7 days prior to Election Day] Last day for Clerk's to receive applications for a ballot to be mailed to a temporary address Last day to file "write-in" candidacy letter of intent and candidacy packet.
Sept. 30	5:00pm Deadline to submit application for a fax/e-ballot (by electronic transmission).
Oct. 1	Election Day: Vote Centers open 7 a.m. - 8 p.m. Ballot Drop Boxes available until 8 p.m. <i>[Ballots received and reviewed prior to Election Day will begin tabulation after 8p.m. and preliminary unofficial results will be published later that evening with periodic updates published throughout the review period.]</i>
Oct. 14	Deadline for ballot cures to be submitted to the Election Center for consideration by the Canvass Review Board.
Oct. 14 - 15	Final ballot review and tabulation by the Canvass Review Board held at the Ballot Processing Center with up to three additional days, as may be needed.
Oct. 15	FINAL RESULTS will be published online upon certification by the Canvass Review Board and the Election Official.
Oct. 17	(Within 2 days after certification) Any request for a recount of election returns (CBJ Code 29.07.300) must be filed with the Clerk. Within 5 days of recount application being deemed sufficient, the Clerk conducts a recount of election returns to be completed within 2 days and certifies final results.
Oct. 21	Swearing in & first meeting with newly elected Assemblymembers, Election of Deputy Mayor
Oct. 22	Swearing in & first meeting with newly elected School Board Members
Oct. 25	Last Day to file for Judicial Review of Election in Superior Court (Within 10 days of certification)

Please check the CBJ Elections Website at <https://juneau.org/clerk/elections> for periodic updates or contact the Municipal Clerk's office at 907-586-5278 or via email at CBJ.Elections@juneau.gov.

City & Borough of Juneau Municipal Elections Petition Process

[As outlined in the CBJ Charter and Code – Flow Chart Updated February 2021]
*Some of the charter & code sections may be paraphrased or abbreviated for sake of brevity.
Please refer to the Charter or Code section referred to for the full text.*

https://library.municode.com/ak/juneau/codes/code_of_ordinances



*Charter § 7.10(b) provides, in part, for a proposed initiative or referred measure to be placed on the next regular election, or, if already scheduled, at a special election if one is scheduled no sooner than 90 days from the last day of Assembly action. If there is no regular election scheduled within 75 days after the petition is certified, the Assembly may choose to order a special election on the matter prior to the next regular election.