



How to Run for Local Office

A Workshop Offered by the Juneau League of Women Voters,
City & Borough of Juneau, and *Juneau Votes!*

Saturday, June 15, 2019
9 am – 1:30 pm
City Hall Assembly Chambers



**League of Women Voters[®]
of Juneau**

In Cooperation with the City and Borough of Juneau, the Juneau School District,
the Alaska Division of Elections and the Alaska Public Offices Commission

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How to Run for Local Office Tool Kit

INTRODUCTION

You **can** make a difference in our community! And it's not that hard.... Or, to put it another way, "Many hands make light work."

The City Borough of Juneau is one of only four unified home-rule boroughs (consolidated city/county functions) in the state of Alaska. As such it has a great deal of local control and autonomy. All who live here depend on engaged citizens - dedicated and competent community leaders - being willing to step forward and serve either in elective office or on one or more of Juneau's 29 appointed public bodies¹:

Whatever the office, our public institutions are stronger when voters have a choice of candidates to represent them. Democracy works only when enough citizens have the courage and determination to run for, and hold, public office.

Regardless of whether you are thinking about running for election this year, or perhaps at some unspecified time in the future, this Tool Kit provides information for the reader about how to get elected as well as more about what it takes to carry out the responsibilities of holding elective office.

Those elected to the Juneau Assembly and School Board are expected to apply their skills and talents in finding positive ways to address a broad range of complex community problems. Appointees to other bodies are likewise expected to apply their skills and talents in finding positive ways to resolve problems on specific issues.

All elected and some appointed positions require a significant commitment of volunteer time and energy. Thus, it is desirable to have in waiting a pool of individuals who are willing to step up and carry the load when incumbents need to take a break or move on to other things.

As everyone who has been there will tell you, there is nothing more rewarding than public service. Knowing how your government works, and helping to make it work better, is satisfying work indeed.

As preparation for running, or for those who want to serve but just not in elective office, serving on one of Juneau's appointed Boards and Commissions may be just what you need.

¹ These 29 appointed bodies include:

- 4 Enterprise Boards
- 2 Hybrid Board/Commissions
- 17 Advisory Boards/Commissions/Ad Hoc Committees
- 6 Appeal Boards



CBJ BOARDS AT A GLANCE

CBJ has approximately 29+ boards made up of 230+ citizens which provides a way for the public to participate in the City's decision making process by advising the Mayor and Assembly on numerous issues. The Assembly Human Resources Committee, with the help of the Deputy Clerk, administers the CBJ Board process. The following is a listing of the current Assembly Committees and CBJ Boards.

Assembly & Assembly Standing Committees

The Assembly is the appointing body for all CBJ Boards. The Mayor appoints members to *Ad Hoc Committees and Assembly Task Forces**.

The five Assembly Standing Committees are:

Committee of the Whole (COW)
Assembly Finance Committee (AFC)
Human Resources Committee (HRC)
Lands Committee
Public Works & Facilities Committee

*Joint Assembly/School Board Facility Project Team**

Enterprise Boards [& their subcommittees]

Bartlett Regional Hospital Board
 [BRH Planning, Compliance and Finance Subcommittees.]

Docks & Harbors Board
 [OPS/CIP and Finance Subcommittees.]

Eaglecrest Ski Area Board
 [Planning, Human Resources, Finance, & Nordic Advisory Subcommittees.]

Juneau International Airport Board
 [COW, Operations, Wildlife Hazard Working Group, & Finance Subcommittees.]

Appeal Boards (quasi-judicial)

Animal Hearing Board*
 Bidding Review Board
 Board of Equalization
 Building Code Board of Appeals
 Personnel Board
 Sales Tax Board of Appeals
**Members appointed by the City Manager*

"If you are planning for one year, grow rice. If you are planning for 20 years, grow trees. If you are planning for centuries, grow people."
Chinese Proverb

Advisory Boards

Americans with Disabilities Act Committee
 Building Code Advisory Board
 Douglas Advisory Board
 Historic Resources Advisory Committee
 Jensen-Olson Arboretum Advisory Board
 Juneau Commission on Aging
 Juneau Commission on Sustainability
 Juneau Human Rights Commission
 Juneau Public Libraries Endowment Board
 Local Emergency Planning Committee
 Parks & Recreation Advisory Committee
 Sister Cities Committee
 Treadwell Arena Advisory Board
 Utility Advisory Board
 Wetlands Review Board
 Youth Activities Board

Decision Making/Advisory Hybrid Boards

Aquatics Board

Planning Commission
 [COW, Title 49, Rules, Subdivision Review, Auke Bay Implementation Subcommittees & **Blueprint Downtown Steering Committee.]

Ad Hoc Committees, Task Forces & Steering Committees

1% for Art Committees for CIP Projects
 (Currently Airport North Terminal Project
 Blueprint Downtown Steering Committee**)

CBJ BOARDS AT A GLANCE cont...

“Enterprise Boards” oversee specific operations of CBJ and include the Airport Board, Docks & Harbors Board, Eaglecrest Board, and Hospital Board. Board members hire the manager and approve the budget of these self-sustaining enterprises. They are established by Charter which requires a vote of the people.

Decision Making/Advisory Hybrid Boards (Aquatics & Planning Commission)

The Aquatics Board operates like a hybrid decision making body that has the power to adopt regulations and make policy decisions relating the operation and maintenance of the municipally-owned aquatics facilities. It also advises the Assembly on the aquatics program public usage, financial trends, facility maintenance needs, capital needs, and the efficiency of the program operations.

Planning Commission (PC) is a decision making body that also advises the Assembly on updates to the Comprehensive Plan and Capital Improvement Program, as well as City projects. The PC also reviews private and public development plans for compliance with adopted City plans such as the Title 49, the Land Use Code. The PC also functions as the Board of Adjustment in reviewing Variances and Code interpretations.

Appeal Boards serve as quasi-judicial bodies to hear appeals and include the following boards: Board of Equalization, Personnel Board, Animal Hearing Board, Building Code Board of Appeals, Bidding Review Board, and Sales Tax Board of Appeals.

Advisory Boards advise the Assembly on matters which are included in the scope of work as outlined in their governing legislation which may be an ordinance or resolution. The Aquatics Board was recently reestablished as an Advisory Board. Advisory Boards do not have the authority to establish policies or make decisions on behalf of the Assembly, nor to direct employees.

***Ad Hoc Committees & *Task Forces** are groups formed to complete an outlined task in a specified time frame. They are generally created by Mayoral decree and are subject to the same rules and requirements as an Assembly Standing Committee or Advisory Board.

****Steering Committees** are stakeholder groups created by a CBJ board in order to undertake a large planning task such as the Blueprint Downtown Steering Committee appointed by the Planning Commission which is leading the community planning process for the downtown business and neighborhood areas.

For more information about CBJ Boards, please visit our website at <https://beta.juneau.org/clerk/boards-committees> or contact the Municipal Clerk’s office at email: City.Clerk@juneau.org, phone: 907-586-5278, City Hall Room 202, 155 S. Seward Street, Juneau, AK 99801