

How to Run for Local Office

Legal Requirements



Run for Office?

Serving on the Assembly or School Board is a noble contribution to your community, and one which comes with hours of work and little economic reward. You will hear about the issues from your neighbors, friends, family and people on the street, and your private life will be reduced. You will be presented with pages and pages of information to read before meetings, sit through hours and hours of meetings, only to be required to make tough decisions that may not be popular. Still interested? Then read on...

Your quest will start with the Municipal Clerk's office. The Clerk will provide you with the forms and information you need and can answer your questions.

Each year on the first Tuesday in October, a local election is held in the City and Borough of Juneau to elect candidates. The Assembly and School Board members serve for staggered three-year terms. Assemblymembers are limited to three terms. Term limits do not apply to members of the School Board.

The following lists are the current roster, seats and terms. Expiring and/or open seats on the ballot in October 2019 are noted with an asterisk:

Assembly

<u>Seat</u>	<u>Name</u>	<u>Term ends</u>	<u># of terms served</u>
Mayor	Beth Weldon	10/2021	(first term as Mayor)
Areawide Assembly	Maria Gladziszewski	10/2020	(second term)
Areawide Assembly	Carole Triem	10/2019*	(filling an unexpired term)
District 1 Assembly	Mary Becker	10/2019*	(third term)
District 1 Assembly	Loren Jones	10/2021	(third term)
District 1 Assembly	Alicia Hughes-Skandijs	10/2019*	(filling an unexpired term)
District 2 Assembly	Rob Edwardson	10/2020	(first term)
District 2 Assembly	Michelle Bonnet Hale	10/2021	(first term)
District 2 Assembly	Wade Bryson	10/2019*	(filling an unexpired term)

School Board

<u>Name</u>	<u>Term ends</u>
Brian Holst	10/2020
Jeff Short	10/2020
Dan DeBartolo	10/2019*
Steve Whitney	10/2019*
Elizabeth Siddon	10/2021
Paul Kelly	10/2021
Kevin Allen	10/2021

Qualifications for Office

Eligibility:

"**Qualified Voter**" means a voter who, at the time of the election, is qualified to vote due to the following qualifications:

- 1) qualified to vote in State elections;
- 2) a resident of the municipality for at least thirty days immediately preceding the election;
- 3) registered to vote in state elections at a residence address within the municipality at least thirty days before the municipal election at which the person seeks to vote; and
- 4) not disqualified under Article V of the Alaska Constitution.

Assembly

Only a qualified voter of the municipality, who has been a resident of the municipality for at least one year immediately preceding election or appointment to office, shall be qualified for the office of mayor or Assemblymember. In addition, an Assemblymember shall be a resident of the district from which elected or appointed at the time of the Assemblymember's election or appointment.

No person who has been elected to the office of mayor or Assemblymember for three consecutive terms shall again be eligible to hold the office which he or she held for the three consecutive terms until one full year has intervened. Appointment or election to serve the unexpired portion of a term shall not be considered a term for purposes of the limitation provided in this section.

No Assemblymember may hold any other compensated municipal office or employment or elected partisan political office while serving on the assembly. According to CBJ Code 11.10.020 Eligibility:

“No Assemblymember may be an employee of the Bartlett Memorial Hospital, the City and Borough administration or any department or division thereunder, a City and Borough service area, or any municipal board, commission, committee or other group, except for the school district, which is funded in whole or in part by assembly appropriations, nor may an Assemblymember serve on the planning commission, the City and Borough personnel board, the school board of the City and Borough, nor any public body created by the assembly except when an Assemblymember holds a position on such body as a representative of the assembly.”

School Board

To be eligible to be a member of a school board, a person must have the same qualifications as are necessary to be a municipal voter in the school district as outlined above, and in addition:

- not be an employee of the Juneau School District; and
- not be a member of the Alaska Legislature.

Nomination:

Petitions

Nomination for elective office shall be made only by petition accompanied by a signed acceptance. Nomination petition forms are available at the Election Official/Municipal Clerk's office, located at City Hall, 155 S. Seward St., Rm 202, and on-line at:

<https://beta.juneau.org/clerk/elections>

A form may be requested by mail to CBJ Clerk, 155 S. Seward St., Juneau, AK, 99801, by fax (907) 586-4552, by email (city.clerk@juneau.org), or by phoning the clerk's office at: (907) 586-5278.

Procedures

Nomination forms must be completed and filed with the Election Official not earlier than 8:00 a.m. on Friday, August 2, 2019, nor later than 4:30 p.m. on Monday, August 12, 2019. For a petition to be sufficient, it must be signed by 25 qualified voters. It is highly recommended that anyone circulating a petition obtain more than 25 signatures, in the event that the petition is inadvertently signed by a person who is not a qualified voter, the clerk cannot decipher the handwriting, the person has moved and not changed their voter registration, or other reasons to question the validity of the signature.

Public Official Financial Disclosure and Campaign Disclosure Information

All candidates must file a printed and signed Public Official Financial Disclosure Statement (POFD) with the Election Official/Municipal Clerk prior to the closing date of the candidacy filing period. Once the POFD Statement is filed on-line, please print a copy, sign it, and submit it with the candidate nominating petition. Late filings of Public Official Disclosure Statements must be refused and the candidate's name removed from the filing records. (ref. AS 39.50.020)

A Letter of Intent to Run for Office and Campaign Disclosure forms must be filed with the Alaska Public Offices Commission. These records are maintained by the APOC and not with the CBJ Clerk's office.

Complete information about financial and campaign disclosure can be found at the Alaska Public Offices Commission website at:

<http://doa.alaska.gov/apoc/home.html>

To file POFD Statements and Campaign Disclosure forms, a candidate in the City and Borough of Juneau must file on-line through the State of Alaska's internet portal "myAlaska."

<https://my.alaska.gov/>

Alaska Public Offices Commission

Office Hours of Operation: 8:30am to 5pm (Alaskan time)

Anchorage Office

2221 E. Northern Lights, Room 128
Anchorage, AK 99508-4149

Phone: (907) 276-4176
Toll-Free: 1-800-478-4176
Fax: (907) 276-7018

General Email: apoc@alaska.gov
Filer Reports: doa.apoc.reports@alaska.gov

Juneau Office

240 Main St. #201
PO Box 110222
Juneau, AK 99811

Phone: (907) 465-4864
Toll-Free: 1-866-465-4864
Fax: (907) 465-4832

Juneau Group eMail: doa.apocjnu@alaska.gov

Write-in candidates:

For write-in votes to be counted, a write-in candidate must file a Letter of Intent and a Public Officials Financial Disclosure Statement (POFD) no later than 4:30 p.m., on Thursday, September 26, 2019, with the Election Official/Municipal Clerk. Filing forms are available from the Municipal Clerk's Office and interested persons are encouraged to contact the Clerk to review the process.

In addition, and separately from the submissions to the Clerk's office, a write-in candidate must submit a Public Officials Financial Disclosure Statement and comply with Alaska Campaign Finance Laws.

CBJ Code 29.07.050(f) A write-in candidate shall, not later than 4:30 p.m. of the fifth day before the election (Thursday, September 26, 2019), file with the election official a letter of intent stating:

- 1) full name of candidate;
- 2) full residence address of the candidate and the date on which residency at that address began;
- 3) full mailing address of candidate;
- 4) the office the candidate seeks;
- 5) the date of the election at which the candidate seeks election;
- 6) the length of residency in the City and Borough;
- 7) the name of the candidate as the candidate wishes it to be written on the ballot by the voter;
- 8) that the candidate will meet the specific age requirements of the office for which the person is a candidate by the time that candidate, if elected, is sworn into office;
- 9) that the candidate is a qualified voter as required by law; and
- 10) that the candidate is not a candidate for any other office to be voted on at the election and that the candidate is not a candidate for this office under any other nominating petition or declaration of candidacy.

Procedures for counting write-in ballots

CBJ Code Section 29.07.150 General procedures for ballot count:

(d) Write-in votes shall not be counted unless the candidate has filed a letter of intent as required by subsection 29.07.050(f). If the total number of ballots containing write-in votes in the general election are at least the second highest in number in a race with two or more candidates, the write-in votes will be counted individually. In races where a candidate is unopposed, write-ins will be counted individually if they are within 100 votes or less. Write-in votes will be counted after the date of the election, but before the certification of the election in which the write-ins occurred. Write-in vote totals that do not fall within either of these two categories will not be individually counted.

Withdrawal from candidacy:

Any candidate nominated may withdraw his or her nomination not later than 4:30 p.m. of the 46th day before the election, which in this case would be Friday, August 16, 2019, through written notification to the Election Official.

Official Candidate Statement:

A candidate for elected office has the OPTION of filing an official candidate statement for publication on the CBJ website. All information must be received by the election official no later than 36 days prior to the election, or by 4:30 p.m. on Monday, August 26, 2019. (CBJ Code 29.07.055)



OFFICE OF THE MUNICIPAL CLERK/ ELECTION OFFICIAL

155 S. Seward St., Room 202
Phone: (907)586-5278 Fax: (907)586-4552
email: city.clerk@juneau.org

Date: November 26, 2018
To: Mayor & Assembly
cc: CBJ Leadership Team
From: Beth McEwen, Municipal Clerk/Election Official *Beth McEwen*
Subject: Deadlines for the October 1, 2019 Municipal Election

The next Regular Municipal Election is Tuesday, October 1, 2019.¹ The deadlines for this election are set forth below. All dates referenced are 2019.

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 last regular meeting for the Assembly to introduce a charter amendment is June 24, the last regular scheduled meeting for the Assembly to adopt a charter amendment is July 22, unless special meetings are scheduled for such purposes.

GENERAL BALLOT PROPOSITIONS

Notice of the regular election must be published no later than Sunday, September 1.⁴ 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 August 19, in order to allow time for publishing the notice of election and for ballot preparation, printing and delivery to Juneau. We recommend introducing any ballot

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.”

October 1, 2019 Election Deadlines

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November 26, 2018

measure no later than the July 22 Regular Assembly meeting, with public hearing and Assembly action on August 19. If necessary, the Assembly could delay action until a special meeting of August 26. The Assembly can hold a special meeting to introduce or adopt a ballot ordinance, as long as a 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 purposes 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 City and Borough attorney with a request that it be reviewed by the attorney.⁷

Promptly after the filing of a proper affidavit, the clerk shall issue the appropriate petition pages to the petitioners committee. A petition must have signatures of qualified voters equal to 25% of the votes cast in the preceding regular municipal election. Based on the 2018 regular election turnout of 9,607 voters, 2,401 signatures of qualified voters are required to certify a petition in the City and Borough of Juneau.⁸

The CBJ Charter and Code anticipate a timeframe, which can extend up to 55 - 75 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 a potential additional 20 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

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".

October 1, 2019 Election Deadlines

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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 2019:¹³

Charter Amendments:

June 3 - Earliest day clerk can certify a voter initiated charter amendment petition

August 2 - Last day clerk can certify a voter initiated charter amendment petition

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.

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 date for the Assembly to act on an ordinance to be placed on the October 1 ballot is August 19, any initiative or referendum should be certified by the clerk by July 10 to allow time for drafting and public notice of a proposed ordinance.

If a petition is submitted to the Assembly outside of the timeframe which 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 attorney prior to action and is encouraged to start activities at the earliest date possible.

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.

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CANDIDATE FILING PERIOD

Nominating petitions for the municipal election must be submitted no earlier than 8:00 a.m., Friday, August 2, and no later than 4:30 p.m., Monday, August 12.¹⁵ 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 August 12, 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, August 16.¹⁷

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 26 for publication on Tuesday, August 27.¹⁸

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 46th day before the election.

18 CBJ Code 29.07.055, 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, 2019 CBJ Regular Election

January 1	Absentee-by-mail ballot applications available
May 17	Deadline for a Petitioner's Committee to submit an affidavit to the Clerk for an initiative or referendum petition
June 3	First day for Assembly to adopt or the clerk to certify a petition for a Charter amendment proposition
July 10	Last day for Clerk to certify initiative or referendum petitions to submit to Assembly
July 22	Last Regular Assembly Meeting to Introduce Ballot Proposition
August 2	Last day for Assembly to adopt or the clerk to certify a petition for a Charter amendment proposition
August 2	Filing for Municipal and School Board Candidacy opens - 8:00 a.m. Copies of electronically filed APOC POFD forms must accompany Nominating Petitions.
August 12	Filing for Municipal and School Board Candidacy closes - 4:30 p.m.
August 19	Last Regular Assembly Meeting to Adopt Ballot Proposition (or to make a motion placing an advisory question on the ballot.)
August 16	Last day for candidates to withdraw their name from the printed ballot – 4:30 p.m. Candidate Profiles due to Clerk for formatting
August 23	Final Ballot sent to Printer
August 26	Deadline for candidate approval for posting of Official Candidate Statements online.
August 28	Last day to submit Notice of Election to media for publication
September 1	Notice of Election Posted / Published
September 16	Ballots available for Absentee Voting – Early/Absentee Voting Stations Open
September 24	Last day to receive applications for absentee by-mail ballots in Clerk's office
September 26	Last day to file "write-in" candidacy letter of intent.
September 30	Last day to submit application for fax ballot - 5 p.m.
October 1	Election Day - Polls open 7 a.m. - 8 p.m. Election Central – City Hall Assembly Chambers 7:00 p.m
October 4	Counting Questioned & Absentee Ballots, Assembly Chambers, Time TBA
October 8	Canvass Board Election Certification, Location & Time TBA
October 8	Last Day to Contest Election (must be filed before completion or during review of election returns)
October 10	Last Day to request Recount
October 14	First Regular Assembly meeting scheduled for New Assembly Members
October 18	Last Day to file for Judicial Review of Election in Superior Court



Alaska Public Offices Commission

MUNICIPAL ELECTIONS

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

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

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

FORMS TO GET STARTED

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

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

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

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

Municipal Exemption Statement: May be filed by *municipal* candidates that do not intend to exceed \$5,000 in campaign activity, including any personal money that they may use. As long as they remain under the \$5,000 threshold, this is the only form they are required to file with APOC. Although exempt candidates do not file campaign disclosure reports, they are still subject to the laws that apply to candidates, including 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 page 2).

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, they will begin with a **Year Start Report**, due February 15. Otherwise the cycle will begin with a **30 Day Report** (due 30 days before the election), **7 Day Report** (due 7 days before the election) and a **105 Day Report** (which should be a final report and is due 105 days after the election). In addition, during the 9 days before an election, candidates must report the contributor name and the amount of all monetary and non-monetary contributions, from a single source, over \$250 (i.e. \$250.01) within 24 hours of receipt. Candidates may need to report each day during that period, or not at all.

OTHER START UP CONSIDERATIONS

Only the candidate, a registered treasurer or a registered deputy treasurer may spend money on behalf of the campaign. Any action by a treasurer or registered deputy treasurer is considered an action of the candidate.

If a registered treasurer or deputy treasurer uses personal funds to make a purchase on behalf of the campaign, it is a personal non-monetary contribution to the campaign (against their individual \$500 contribution limit) **unless** it is (1) \$500 or less **and** (2) it is reimbursed within the same reporting cycle.

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. Fixing missing or incomplete paid for by disclaimers costs time and money for a campaign, and can result in civil penalties.

CIVIL PENALTIES

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

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

CONTACT INFORMATION

Anchorage Office	Juneau Office
2221 East Northern Lights Blvd., #128 Anchorage, AK 99508 Phone: (907) 276-4176 Toll Free: (800) 478-4176 Fax: (907) 276-7018	P.O. Box 110222 240 Main Street, #500 Juneau, AK 99811-0222 Phone: (907) 465-4864 Toll Free: (866) 465-4864 Fax: (907) 465-4832

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

ALASKA PUBLIC OFFICES COMMISSION

CANDIDATE REPORTING DATES 2019 STATEWIDE MUNICIPAL ELECTION

Tuesday, October 1, 2019 Statewide Municipal Election

Report:	Covers:	Due:
Year Start Report	February 2, 2018 – February 1, 2019	Friday, February 15, 2019
30 Day Report	February 2 – August 30	Tuesday, September 3, 2019
7 Day Report	August 31 – September 21	Tuesday, September 24, 2019
24 Hour Reports**	September 22 – September 30	Daily As Needed**
105 Day Report	September 22 – December 30	Tuesday, January 14, 2020

**During the 9 days before an election, you must report the contributor name and amount of all monetary and non-monetary contributions over \$250 to APOC within 24 hours of the time you receive each contribution. You may need to report each day during that period, or not at all.

Other Relevant Dates for the 2019 Statewide Municipal Election:

Friday, August 30, 2019, (Last day of 30 day reporting period for the Statewide Municipal Election)

The last day that a candidate may give or loan their campaign more than \$5000.

Friday, November 15, 2019, (45 days after the date of the Statewide Municipal Election)

The last day a candidate may accept contributions.

Monday, December 30, 2019 (90 days after the date of the Statewide Municipal Election)

The date by which candidates must distribute the amount held in their campaign account.

Please visit the APOC website for updates and more information.
You may also access information about the statutes, regulations,
and reports filed by groups, lobbyists and candidates.

Contact Information

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

Anchorage APOC – 2221 East Northern Lights Blvd., Room 128, Anchorage, Alaska 99508
General Information: (907) 276-4176 / (800) 478-4176 / FAX (907) 276-7018

Juneau APOC – PO Box 110222/ 240 Main Street, Room 500, Juneau, Alaska 99811-0222
General Information: (907) 465-4864 / (866) 465-4864 / FAX (907) 465-4832



LEGAL REQUIREMENTS

with the Alaska Public Offices Commission.

WHAT DOES APOC REGULATE?



- Campaign Financial Disclosure (for candidates, groups, and ballot initiatives)
- Public Official Financial Disclosure (for candidates and office holders)
- Lobbying in the State legislature

INITIAL FILING REQUIREMENTS?:

- Public Official Financial Disclosure form covering your personal finances.
- An initial candidate registration document:
 - Letter of Intent - required if your filing before declaring with the clerk.
 - Candidate Registration - required within 7 days of declaring with the clerk and identifies your campaign's contact information, staff, and campaign depository.
- **-OR-**
- Municipal/Judicial Exemption Form –also due within 7 days and exempts a candidate from filing campaign disclosure reports as long as they have no more than \$5K in campaign income and \$5k expenses.

PUBLIC OFFICIAL FINANCIAL DISCLOSURE REPORTS (POFD) AS 39.50

- ▶ Candidate (Only required if you don't have a report on file for 2016.)
- ▶ Initial (Usually applicable for appointees due within 30 days of taking office.)
- ▶ Annual (Due every **March 15th** and covers previous calendar year.)
- ▶ Final (Required within **90 days of leaving office**)

CAMPAIGN DISCLOSURE REPORTING

~The Basics~

- All sources of income
- All expenses
- Pending debts at the end of a reporting cycle
- Financial summary of the campaign's activity

~The Details~

- Date, contributor name, address, occupation/employer, payment type, amount.
- Date, vendor information, purpose, payment type, amount.
- Date debt was incurred, vendor, purpose, original amount.
- Accurately carry information from a previous report forward.

- The details can get complicated....



HOW COMPLICATED?

- Contribution limits: individuals (\$500), party limits (\$5K), group limits (\$1K), out of state aggregate limits (\$3K), payment type limits (\$100 cash).
- Reimbursement rules with date and limits for the candidate and registered staff.
- Candidate loan limits and paperwork.
- Political Identifiers – a.k.a. “paid for by” disclaimers on all political communications that influence an election. (ads, webpages, social media.)
- Returning or forfeiting prohibited contributions (over the limit, anonymous, or corporate donation.)
- Returning purchases
- Losing you exemption status and filing.

- Your specific situation may require a unique solution...so call and ask!

- ▶ Registered campaigns must publicly disclose finances **before, during, and after** the election.

- ▶ Calendar the deadlines and reporting periods **specific to your election.**
 - NOT just reports to worry about!
 - Timing of accepting and spending contributions
 - Limits on when candidates can loan to their campaign

(You can download your election's calendar by visiting the APOC website)



CAMPAIGN DISCLOSURE REPORTS

(AS 15.13.110)

A typical campaign cycle reporting periods:

- 1. 30 Day Report Period: 30 days prior to election**
- 2. 7 Day Report Period: 7 days prior to election**
- 3. 24 Hour Report(s) (conditional): 9 days prior to election**
- 4. 105 Day: 105 days after election**

PENALTY RATES FOR LATE REPORTS

- ▶ **POFD = \$10 x days late**
- ▶ **30 Day, 105 Day/ Year End Reports = \$50 x days late**
- ▶ **7 Day and 24 Hour Reports = \$500 x days late**



If you are assessed a penalty, you have a right to appeal it!

WHERE DO I FILE THESE FORMS?

- You are required to submit all APOC forms through the MyAlaska filing system.
- You can create a new account or use the same log in used to file your PFD.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Administration
Alaska Public Offices Commission search

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Administration > Alaska Public Offices Commission

Alaska Public Offices Commission

! Every Individual, Person (including, but not limited to corporations, labor organizations, partnerships, firms, associations and organizations including tax exempt organizations) or group making contributions of \$500 or more (in aggregate) to a ballot proposition group must report that contribution, and all subsequent contributions, on a [Statement of Contribution form 15-5](#).

Mission

To encourage the public's confidence in their elected and appointed officials by administering Alaska's disclosure statutes and publishing financial information regarding the activities of election campaigns, public officials, lobbyists and lobbyist employers.

Upcoming Dates	
JUN 28	Candidate Training: 12:00 P.M to 2:00 P.M In person or web participation available
JUN 30	Lobbyist May Special Session Report
JUL	Candidates: 2017 Anchorage

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms

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State of Alaska Department of Administration > APOC

[Public Official / Legislative Official Financial Disclosure](#)

If you are a:

- Public Official
- Candidate
- Member of a State Board or Commission
- Legislator

Who is required to file a Financial Disclosure Form

[Group / Entity Forms](#)

View or file Group / Entity forms. View Assigned Reports

[Candidate Forms](#)

View or file Candidate forms. This includes Municipal/Judicial Exemption forms. View Assigned Expectations.

[Campaign Disclosure Forms](#)

View or file a Campaign Disclosure form after registering.

ASSIGNED REPORTS

LETTER OF INTENT

CANDIDATE REGISTRATION FORMS

MUNICIPAL/JUDICIAL EXEMPTION FORMS

CAMPAIGN DISCLOSURE FORMS

POET FORMS

FCA FORMS

SHARED CAMPAIGN ACTIVITY FORMS

CANDIDATE REIMBURSEMENT FORMS

EXEMPT FUNDRAISER FORMS

FINAL THOUGHTS

- Be organized with your record keeping!
- Ask for help! (Build a solid team)
- Be proactive, don't procrastinate!

