

If your local municipal election is held the first Tuesday in October, it's time to get ready!

The municipal clerk is responsible for administering municipal elections. To get familiar with the election process, the clerk must review his or her local election ordinance.



Certain election tasks must be completed within strict timelines, and if the tasks are not done according to local election ordinance and applicable state law, an election can be voided and a new election ordered.

Below are some examples of election documents. These sample documents may help the municipal clerk conduct a well-run election.

Election Calendar

Election Timetable and Task List

Notice of Regular Election/Vacancies

Declaration of Candidacy / Nominating Petition

Ballot Preparation Instructions

Sample Ballot

Election Judge Instructions

Election Ordinance Checklist

Affidavit of Posting

Important: Be aware that certain changes in election practices require approval of the U.S. Department of Justice (DOJ) before the changes can be implemented. Submit changes for DOJ consideration at least 60 days before the election. Some situations that require **DOJ** approval include changes in:

- ✓ Polling times or places
- ✓ Election procedures such as a runoff election or majority vote
- ✓ Length of terms
- ✓ Ballot counting procedures.

Please browse the State of Alaska Division of Community & Regional Affairs (DCRA) site for Local Government Online (**LOGON**) assistance or contact a local **DCRA office**.