

Division of Community and Regional Affairs

# Day of the Municipal Election



Trisha Sullivan, Resource Desk & LGS

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

LGIT - Public

8/15/2024

# LGIT Calendar for August & September

Date	Topic	Presenter
August 15, 2024	Day of the Municipal Election	Trisha Sullivan
August 22, 2024	Days After the Election	Rebecca Rein
August 29, 2024	Artificial Intelligence (AI)	Theo Graber
September 5, 2024	Records Retention	Trisha Sullivan
September 12, 2024	Microsoft Applications	Theo Graber
September 19, 2024	Excel 101: Beginners	Brendan Smyth
September 26, 2024	Community Development Block Grant	Pauletta Bourne



## LGIT Calendar for August & September

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

# Disclaimer

AS 29.26.010(a). Administration – The **governing body** shall prescribe the rules for conducting an election.

Your city's code should give directions on all pre-, day-of, and post-election requirements.



## Presentation Overview

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

Setting Up

Running the Elections

Closing the Polls

Possible Issues & Solutions



## Presentation Overview

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

# Setting Up

- AS 29.26.040. Date of regular election
- Clerk should set up the night before with the assistance of election workers. (AS 29.20.380(a)(7)).
- Arrange all supplies, making sure they are ready.
- Ensure all necessary notices and voter instructions are posted.
- Issue precinct key/ballots to the election chair (if applicable).



## Day of the Municipal Election: Setting Up

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

# Setting Up

All election judges sign an oath.

## **Sample Election Worker Oath of Office**

*"I, \_\_\_\_\_, do solemnly swear or affirm that I will honestly and faithfully perform the duties of an election judge. All of this I will perform to the best of my ability."*



# Running the Election

- Voters: (AS 29.26.050 – Voter qualification)
  - Check voter registration list.
    - If eligible, voter will sign registration list, get the ballot, and vote.
    - If not eligible, voter may vote questioned ballot.



## Day of the Municipal Election: Running the Election

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

# Running the Election

Ensure integrity of the ballot box at all times!



## Day of the Municipal Election: Running the Election

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT



# Closing the Polls



- Announce closing in 15 minutes
- What if there is a line?
- Ballot tallying



## Day of the Municipal Election: Closing the Polls

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

# Closing the Polls

- Elections workers also complete a ballot tally form. Guidelines for tallying (counting) ballots include:
  - A voter may mark the ballot with an 'X', check, or other mark.
  - The mark must be inside or touching the square.
  - Improper marks must not be counted.
  - If a voter marks fewer names than there are persons to be elected, the marks will count.
  - If a voter marks more names than there are persons to be elected, the marks in that section of the ballot will not be counted.
  - An erasure or correction invalidates that section of the ballot.



## Day of the Municipal Election: Closing the Polls

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

# Possible Issues & Solutions



Electioneering



Missing  
election judge  
or board  
member



Damaged  
polling place



Ballot box was  
tampered  
with!



## Day of the Municipal Election: Issues & Solutions

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

# Possible Issues & Solutions

**Electioneering**: Electioneering is an act that is meant to persuade voters to vote in a particular way. It is against the law for electioneering to take place within the polling place location or within 200 feet from any entrance to a polling place. Usually, most electioneering is innocent (for example, the voter forgot they had a bumper sticker on the car) and can be handled by the election board easily.

**Solutions**: The election board will make sure that there is no electioneering occurring within the 200 feet. If electioneering occurs, the entire election may have to be redone.



# Possible Issues & Solutions

**Missing Election Judge or Board Member or unable to get the required numbers:** On election day, if one of the election judges or board members is missing for any reason, the clerk will need to find a substitute immediately. This is also applicable if the clerk is unable to find enough election judges.

**Solution:** Recruit a substitute as soon as possible. If possible, find a person with prior experience. Otherwise, recruit any qualified voter. Try to avoid possible conflicting situations.



# Possible Issues & Solutions

**Polling place is destroyed or unusable:** Weather in Alaska can be extreme, which may lead to damage of the polling place.

**Solution:** Notify the community and others of a polling place change. Post a notice of the change at the original polling place. If a school, public building, church, or even a private home is an appropriate substitute, ask permission to set up the polls and inform the Division of Elections.



# Possible Issues & Solutions

**Ballot box has been tampered with:** If there has been any suspicion, knowledge, or even visual damage done to the box, the entire election will need to be redone.

**Solution:** The clerk needs to make sure that the ballot box is protected, and the integrity of the election remains intact.



## Day of the Municipal Election: Issues & Solutions

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

## Local Government Resource Desk

[ResourceDesk@alaska.gov](mailto:ResourceDesk@alaska.gov)

<https://www.commerce.alaska.gov/web/dcra/LocalGovernmentResourceDesk.aspx>



## Find your Local Government Specialist

<https://dced.maps.arcgis.com/apps/webappviewer/index.html?id=39d62deddd2b49c3b9a1aff48ffcaa76>



Division of Community and Regional Affairs

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT



# Thank you!



Trisha Sullivan, Resource Desk and LGS

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

LGIT

8/15/2024