## Division of Community and Regional Affairs

# Day of the Municipal Election



# 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

#### 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.



# Setting Up

Running the Elections

Closing the Polls

Possible Issues & Solutions

# 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).



## 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.





## Running the Election

Ensure integrity of the ballot box at all times!



# Closing the Polls

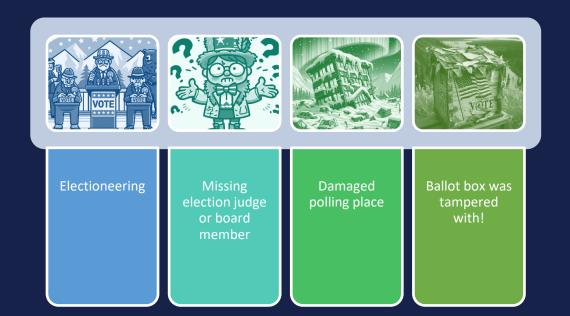


- Announce closing in 15 minutes
- Owhat if there is a line?
- Ballot tallying



## 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.





<u>Electioneering</u>: 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.

<u>Solutions</u>: 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.

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.

<u>Solution</u>: 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.



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

<u>Solution</u>: 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.

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.

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



#### **Local Government Resource Desk**

ResourceDesk@alaska.gov https://www.commerce.alaska.gov/web/dcra/L ocalGovernmentResourceDesk.aspx



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





# Thank you!

The state of the s



Trisha Sullivan, Resource Desk and LGS

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT