

Division of Community and Regional Affairs

Post-Election Tasks for Municipal Elections



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DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

LGIT

8/22/2024

Municipal Elections – The Basics

Statutory Requirements:

- Sec. 29.26.010. Administration. (a) The governing body shall prescribe the rules for conducting an election. (b) For an election in which voters cast ballots at polling places in their precincts, the governing body shall appoint an **election board** composed of at least three judges for each precinct. If the governing body appoints an election board, a judge shall be a voter of the precinct for which appointed unless no voter is willing to serve. **(Canvass Board)**
- **Your city code should give directions on pre- and post-election requirements**



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Post-Election Tasks – Clerk's Office

Account for By-Mail Ballots

Mail Questioned Voters

Update Provisional (EAQ) List

Swearing In Ceremony

Prepare for Canvass Board

Oaths of Office

Canvass Board Watchers Statement

Ballot Destruction

Canvass Board Meeting

Return Register to Division of Elections

Reporting Canvass Board Results



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What is a Canvass Board and what do they do?

- The canvass is a culmination of all the data generated during an election cycle. More importantly, it is a process that allows election officials to confirm the accuracy of that data and identify areas for improvement.
- The canvass process aggregates and confirms every valid ballot cast and counted, including mail, uniformed and overseas citizen, early voting, Election Day, and provisional ballots.
- While post-election audits and recounts are frequently utilized to confirm the accuracy of ballot tabulation, the canvass assesses the eligibility of every ballot cast and counted and examines adherence to procedures.
- Canvass board meetings are generally the Friday or Monday following polling day. This allows time for by-mail ballots to be received.



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Canvassing Continued

- Unofficial election results generated on polling day seldom include all valid ballots.
- The canvass process generates the official election results, with a report for certification by the governing body.
- The canvass board reviews by-mail, early, absentee, and questioned ballots cast.
- They determine which ballots cast outside of polling day (provisional ballots) are valid votes cast.
- They review the ballots' chain of custody and confirm that all ballots, cast and uncast, are accounted for.
- The canvass board can also review any ballot counting issues that were had on polling day.



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The Process

- A canvass board meeting is open to the public, with some strict rules set out.
The public that wishes to watch the canvass board must sign a statement that they will not divulge any personal information from the proceedings.
- The canvass board will sort provisional ballots into piles of ballots that will count, and ballots that will not count.
- After the sorting is done, the ballots that COUNT will be tabulated and added to the unofficial results.
- For provisional ballots that did NOT count, a letter will be sent from the Clerk's office explaining to the voter why their ballot did not count.



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Generating Final Results

- Verify that any issues found during the canvass of the unofficial results have been addressed.
- Verify that all late-arriving mailed, provisional, and questioned ballots found eligible have been processed.
- Tabulate the final results and generate a precinct-level report.
- Confirm each precinct's ballots cast matches the number of ballots found eligible during the canvass.
- Prepare summary and precinct-level results and a summary of the canvass data for the certification authority.



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Final Results Are In – What's Next?

- Once the canvass board has generated final results, the governing body can certify the election.

This is often done by resolution that includes the canvass board certificate of results (example on following slide)

- Once the election has been certified by the governing body, new members can be sworn in and sign their oath of office.
- After this is completed, a mayor and deputy mayor can be elected by and from the council in second class cities.
- In first class cities, the Mayor is elected by the voters.



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Example Resolution for Certification of Election

Introduced by: City Clerk
Date: October 10, 2022
Action: Adopted
Vote: YES (4) Adams, Brunswick, Cole Stout
No: (0)
Absent: Seat A, Seat B, Seat D

CITY OF HOUSTON, ALASKA
RESOLUTION 22-13

A RESOLUTION OF THE HOUSTON CITY COUNCIL ACCEPTING THE CERTIFICATE OF CANVASS BOARD RESULTS AND CERTIFYING THE OCTOBER 4, 2022 REGULAR CITY OF HOUSTON ELECTION.

WHEREAS, pursuant to HMC, the Canvass Board met on October 7, 2022, to judge the validity of absentee by-mail, early, special needs, and questioned ballots cast by voters at the October 4, 2022, Regular City Election; and

WHEREAS, on October 7, 2022, the Canvass Board opened and tallied the accepted ballots; and

WHEREAS, the results of the accepted ballots were added to the tally of votes cast at the polls on Election Day; and

WHEREAS, the results compiled by the Canvass Board are reflected in the attached Unofficial Results spreadsheet, Exhibit A.

NOW, THEREFORE, BE IT RESOLVED: that we, the Houston City Council, certify that the October 4, 2022, Regular Election was held to the best of our knowledge.

BE IT FURTHER RESOLVED THAT the results of the October 4, 2022, Regular Election are certified as follows:

1. David A Childs is elected to Council Seat E, a three-year term ending in October 2025, having received the greatest number of votes cast for Seat E.
2. Sandy J McDonald is elected to Council Seat F, a three-year term ending October 2025, having received the greatest number of votes cast for Seat F.
3. Mike Adams is elected to Council Seat G, a three-year term ending October 2025, having received the greatest number of votes cast for Seat G.

EFFECTIVE DATE: This Resolution takes effect upon adoption.

ADOPTED by the Houston City Council on October 10, 2022.

Bold and Underline added. ~~Strike-through~~, deleted.

City of Houston Resolution No. 22-13 Page 1 of 2

Official Results and Canvass Board Certificate should be attached to this resolution.

See next slide for examples.



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Examples: Official Results and Canvass Board Certificate

CITY OF HOUSTON - OFFICIAL RESULTS - REGULAR CITY ELECTION, OCTOBER 4, 2022									
Total	Statistics	Precinct 30-580 City Hall	Poll	Early	Absentee By-Mail*	Early & Poll Questioned	Early & Poll Special Needs	Total	Outstanding Provisional Ballots
1755	Registered Voters	1755	1755					1755	
285	Ballots Cast or Mailed*	236	236	48	1	0	1	286	
285	Ballots Counted	236	236	47	1	0	1	285	
Races									
		Precinct 30-580	Total Poll Vote	Total Early, Absentee By-Mail, Questioned, and Special Needs Votes				Total Votes	% of Total Votes Cast
COUNCIL SEAT E									
218	Childs, David A		180				38	218	76.5%
67	Jorgensen, Gina F		56				11	67	23.5%
0	Write-in		0				0	0	0.0%
COUNCIL SEAT F									
212	McDonald, Sandy J		176				36	212	74.9%
71	Stout, Paul		58				13	71	25.1%
	Write-in		0				0	0	0.0%
COUNCIL SEAT G									
200	Adams, Mike		169				31	200	70.4%
82	Johansen, Lisa M		64				18	82	28.9%
2	Write-in		2				0	2	0.7%

Houston City Council Resolution 22-13 Adopted at the October 10, 2022, Special Meeting.

The results of the City of Houston Regular Election of October 4, 2022, are as follows:

City Council Seat E, a three-year term ending October 2025			
	Poll Vote Total	Combined Absentee, Early, Special Need, and Questioned Vote Total	Total Votes
Childs, David A	180	38	218
Jorgensen, Gina F	56	11	67
Write-In			

City Council Seat F, a three-year term ending October 2025			
	Poll Vote Total	Combined Absentee, Early, Special Need, and Questioned Vote Total	Total Votes
McDonald, Sandy J	176	36	212
Stout, Paul	58	13	71
Write-In			

City Council Seat G, a one-year term ending October 2025			
	Poll Vote Total	Combined Absentee, Early, Special Need, and Questioned Vote Total	Total Votes
Adams, Mike	169	31	200
Johansen, Lisa M	64	18	82
Write-In	2		2

	Issued	Counted
TOTAL POLL BALLOTS:	236	236
TOTAL EARLY BALLOTS:	48	47
TOTAL ABSENTEE BY-MAIL BALLOTS:	1	1
TOTAL EARLY QUESTIONED, POLL QUESTIONED, AND SPECIAL NEEDS BALLOTS:	1	1
GRAND TOTAL:	286	285

We, the Canvass Board, jointly certify that the information listed herein is a true and accurate statement of the votes cast in the Regular City Election of October 4, 2022, and hereby declare said election to be held valid to the best of our knowledge and belief.

Dated this 7 day of October, 2022.

Linda Sayen
Linda Sayen, Canvass Board Member

Kim Waters
Kim Waters, Canvass Board Member

David A. Sayen
David Sayen, Canvass Board Member

Rebecca Ren
ATF515 Rebecca Ren City Clerk



Statutes – Mayoral Elections

Sec. 29.20.230. Election and term of mayor.

(a) The mayor of a borough or first-class city is elected at large. The mayor of a borough or first-class city serves a term of three years, unless by ordinance a different term not to exceed four years is provided. The current term of an incumbent mayor may not be altered. **The regular term of a mayor of a borough or first-class city begins on the first Monday following certification of the election.**

(b) The mayor of a second-class city is elected by and from the council and serves until a successor is elected and qualifies. **The council of a second-class city shall meet on the first Monday after certification of the regular election and elect a mayor who takes office immediately.** The mayor of a second-class city serves a one-year term, unless a longer term is provided by ordinance. The mayor of a second-class city may serve only while a member of the council regardless of the term established for the office of mayor.

(c) Except by ordinance ratified by the voters, no limit may be placed on the total number of terms or number of consecutive terms a mayor may serve.

(d) Notwithstanding (b) of this section, a second-class city may by ordinance provide that the mayor is elected, from the council, by the voters rather than by the council. If an ordinance is adopted under this subsection, the council shall meet on the first Monday after certification of each regular election and elect a council member to serve as mayor pro tempore who takes office immediately and exercises the powers and duties of mayor until the permanent mayor takes office. Within 45 days after certification of a regular election, a special election shall be held for



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Second Class City – Mayoral Elections

At a publicly noticed Special Meeting, the council of a second-class city shall elect a mayor and deputy mayor for a one-year term, unless another term is specified by ordinance.

The floor should be opened for nominations, and members of the council should accept the nomination before voting.

Votes and nominations should be done by voice and not secret ballot.

Once the mayor has been elected, follow the same process for deputy mayor.

The terms of Mayor and Deputy Mayor begin immediately.



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Other Post-Election Tasks

- Return precinct register to the State of Alaska Division of Elections.
 - The DOE uses precinct registers to record voter data, and this should be returned in-person or by mail.
- Ballot Destruction:
 - Destroy ballots in accordance with your code or records retention schedule.
 - If you have no information about ballot destruction in these documents, a good rule of thumb is to wait 90 days after the certification of election to destroy all voted and unvoted ballots. This allows time for any protests to be lodged regarding the election.
- Send letters to questioned voters if their vote did not count.
 - Give the reason the canvass board identified for the uncounted vote – i.e., the voter lived outside of the city, the voter was not registered in time, etc.



Other Post-Election Tasks

- File all election forms and data according to your code or records retention schedule.
 - Keep election documentation filed properly and easily accessible.
- Update forms for next year.
 - Post-election, when all the data is fresh in your mind, is a good time to update files and forms for the upcoming year.
- Submit timesheets for election workers and canvass board to your finance department.
 - It is important to take good care of your election workers. They are hard to find and vital to the public process.
- Post results on your official city website.
- Email election information and the list of new officials to DCRA at DCRAResearchAndAnalysis@alaska.gov.



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Questions?



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