

MUNICIPAL ELECTION CANDIDATES HANDBOOK

ASSEMBLY OR SCHOOL BOARD SEATS

A SEPARATE HANDBOOK IS AVAILABLE
FOR SERVICE AREA BOARD SEATS



FILING PERIOD
AUGUST 1 –14, 2018
8 a.m. – 5 p.m.

AUGUST 15, 2018
8 a.m. – 4:30 p.m.

KODIAK ISLAND BOROUGH
OFFICE OF THE BOROUGH CLERK
ROOM 234, 710 MILL BAY ROAD
KODIAK, AK 99615
PHONE: (907) 486-9310
FAX: (907) 486-9391
Email: clerks@kodiakak.us
Website: www.kodiakak.us

2018 MUNICIPAL ELECTION CANDIDATES' HANDBOOK

The information provided in this handbook has been prepared by the Borough Clerk as an aid to candidates seeking office. We hope the material it contains will help you in your campaign efforts. For your convenience, a calendar of important dates, filing forms and instructions for their completion are included.

In addition to this pamphlet, there are other publications and materials available from the Office of the Borough Clerk, Division of Elections, and Alaska Public Offices Commission (APOC) which may assist you during your campaign. Most of the files are available online and some may be requested for a fee.

- Complete Copy of KIBC Title 7 *Elections*
- Complete Copy of State Election Code
- Precinct Maps
- Precinct Voter Lists
- APOC Instruction Manual Financial Disclosure Law
- APOC State and Municipal Candidates Campaign Disclosure Manual
- APOC Political Group (PAC) Campaign Disclosure Manual

Please call the Borough Clerk's office at 486-9310 if we can be of assistance. Best wishes on your candidacy!

DIRECTORY OF BOROUGH AND STATE OFFICES

Kodiak Island Borough
Office of the Borough Clerk
710 Mill Bay Road, Room 234
Kodiak, AK 99615

Nova Javier, MMC, Borough Clerk
Laurie Pardoe, Deputy Clerk
Karen Siador, Assistant Clerk
Phone 486-9310 Fax 486-9391
Email: clerks@kodiakak.us
Website: www.kodiakak.us

Division of Elections - Region 1
P.O. Box 110018
Juneau, AK 99811-0018

Lauri Wilson, Election Supervisor
Phone 907-465-3021
Fax 907-465-2289
Email: Lauri.Wilson@alaska.gov
Website: www.elections.alaska.gov

Alaska Public Offices Commission
2221 E. Northern Lights Blvd, Room #128
Anchorage, AK 99508

Phone 907-334-1731
Fax 907-276-7018
General Information: (907) 276-4176
AK Toll Free Number: (800) 478-4176
Website: www.doa.alaska.gov/apoc

CANDIDATE'S BRIEF CALENDAR OF KEY DATES

CANDIDACY

July 9, 2018	Packets containing declaration of candidacy will be available no later than the day the filing period opens. (KIBC 7.20.030.B)
August 1, 2018	First day to accept candidate filing materials. (KIBC 7.20.030.D)
August 15, 2018	Candidates have until 4:30 p.m. to file their declaration. (KIBC 7.20.030.D)
Within 7 days of filing	APOC's Deadline for submitting the 2018 Municipal Candidate Campaign Reporting Exemption Form or Registration Statement.

VOTER REGISTRATION

September 2, 2018	Last day to register to vote or change address for the October 2, 2018 Regular Municipal Election. (KIBC 7.20.010.A3)
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ABSENTEE VOTING

September 17, 2018	Absentee ballots available for in-person and personal representative voting. (KIBC 7.50)
September 25, 2018	Last day to request absentee ballot by mail. (KIBC 7.50.050.A)
October 1, 2018	Absentee voting in person ends. (KIBC 7.50.030.A)
October 9, 2018	Last day to accept absentee voted ballots by mail. (KIBC 7.50.050.D)

REGULAR ELECTION DAY

October 2, 2018	REGULAR ELECTION DAY (KIBC 7.10.050.C) Polls open from 7 a.m. to 8 p.m.
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OFFICIAL RESULTS

*October 11-12, 2018	Canvass Board certification - official final results. (KIBC 7.40.010.B)
*October 12, 2018	Recount request deadline. (KIBC 7.40.030.A) (5 p.m., Monday following Election or 24 hours after completion of canvass.)
October 18, 2018	Certification of election. (KIBC 7.40.020.A)
October 22, 2018	Newly-elected officials take office. (KIBC2.20.020.C/KIBC2.25.020)
October 28, 2018	Deadline for contest or Superior Court appeal of election. (KIBC 7.40.040)

*Date may change depending on the completion of canvass.

**KODIAK ISLAND BOROUGH
2018 REGULAR MUNICIPAL ELECTION OFFICES TO BE FILLED**

Borough Assembly Two Seats, Three Year Terms
Kyle Crow and Dennis Symmons, Incumbents

School Board Two Seats, Three Year Terms
Tracy Chandler and Robert Foy, Incumbents

QUALIFICATIONS FOR CANDIDACY (KIBC 7.20.020)

- A. Candidates for mayor, assembly, and school board must be qualified voters of the borough and residents of the borough for one year at the time of filing.
- B. A person may not serve simultaneously as mayor and as a member of the assembly, as mayor and a member of the school board, or as a member of the assembly and member of the school board.
- C. No elected official of the borough may hold any other compensated borough office or borough employment, or elected position in the state or federal government while in office.
- D. No person shall be a candidate for more than one assembly seat at any election.
- E. Candidates for service area boards must be qualified voters of the borough and residents of the service area for at least 30 days immediately preceding filing for office.
- F. Candidates shall provide proof that they are eligible, or shall be eligible by the date of the election, to be recognized as a candidate for any election.
- G. Write-in candidates for mayor, assembly, and school board shall file an Alaska Public Offices Commission (APOC) official financial disclosure statement with the clerk as required by the provisions of AS 39.50.

School Board Candidates:

BB9220. Any person eligible to be a voter in the District is eligible for Board membership. A District employee may seek election to the Board but must resign his/her position with the District if elected. A Board member should resign from the Board before seeking to secure District employment. In no event shall a final decision for hire be made prior to receiving the Board member's resignation.

REQUIRED FORMS - The required forms are in this booklet and should be filed with the Borough Clerk as a single instrument between August 1 and August 15, 2018.

- A. Complete the *Declaration of Candidacy* and have your signature notarized. (Notaries are available free of charge at the Office of the Borough Clerk.) If a notary public is not available, a postmaster may attest the statement instead of a notary.
- B. The declaration of candidacy must be signed by 10 qualified voters of the Kodiak Island Borough.
- C. Complete the Election Pamphlet Candidate Questionnaire to be included in the OFFICIAL ELECTION PAMPHLET. This pamphlet is mailed to each registered voter's household within the Kodiak Island Borough.
- D. Complete a *Public Official Financial Disclosure (POFD) Statement*. Please see information on the back of this handbook and also refer to the attached APOC documents.
- E. Declarations of Candidacy may be filed with the clerk by electronic transmission (fax or email) and the original signed and notarized statement must be delivered to the clerk by the close of the filing period. If the original is not received by the clerk at the close of the filing period, the candidate's name shall not appear on the ballot.
- F. Please bring a picture with you or be prepared to have your picture taken.

OCTOBER 2, 2018 ELECTION CANDIDATE CHECK LIST

Dear candidate,

For efficient processing of your declaration of candidacy, please make sure that all boxes are checked before turning in your packet to the clerk's office.

Is the declaration form filled out correctly and completely?

Is the form notarized?

Are you a registered voter?

Service area candidates must be residents of the service area for at least 30 Days preceding filing for office.

Did you get 10 voters sign the candidate's petition?

Please secure more than 10 signatures to make sure that you will have the ten required.

Did you fill out the election pamphlet questionnaire?

Are you submitting a photo for the voter's pamphlet?
If not, the Clerk's office can take your picture.

ADDITIONAL CHECK LIST FOR ASSEMBLY AND SCHOOL BOARD

The Clerk's Office CANNOT accept your declaration of candidacy if you have not filed your financial disclosure to the State first.

Did you already file an APOC Financial Disclosure?

How was it submitted? Electronically OR Paper

**ALL BOXES MUST BE CHECKED BEFORE SUBMITTING
YOUR DECLARATION OF CANDIDACY TO THE CLERK'S OFFICE**

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DECLARATION OF CANDIDACY FOR

BOROUGH ASSEMBLY OR SCHOOL BOARD

The back of this page must be signed by at least ten qualified voters of the Kodiak Island Borough.

GENERAL INFORMATION (Please Print)

I, _____, am a qualified voter and declare myself to be a resident and candidate for nomination to the office of:

- [] Assembly Member – 3 year term
[] School Board Member - 3-year term

My current residence address is: _____.

I have been a resident of the Kodiak Island Borough since _____.

My full mailing address is: _____.

I request that my name appear on the ballot in the following manner:

CERTIFICATION

I, the undersigned, certify that the information in this Declaration of Candidacy is true and complete, and that I meet the specific residency and citizenship requirements of this office. I further certify that I shall meet the age requirements upon taking the oath of office, if elected. I have not filed another Declaration of Candidacy for the office for which this declaration is filed. I also acknowledge that should I choose to withdraw my candidacy, my withdrawal must be submitted to the Borough Clerk in writing with my signature.

Candidate's Signature
Home phone _____
Work phone _____
Email _____

State of Alaska)
) ss:
Third Judicial District)

Subscribed and sworn before me this
_____ day of August, 2018.

Please provide the following:
(For office use only)

Signature of Notary

My commission expires: _____

Voter #: _____

Date of Birth: _____

CANDIDATE'S NAME: _____

OFFICE FOR WHICH CANDIDATE IS FILING: _____

The undersigned, pursuant to KIBC 7.20.030, represent and declare that: (a) they are qualified voters of the Kodiak Island Borough; (b) they request the candidate's name be placed on the ballot for the above referenced seat.

SIGNATURE	PRINTED NAME (last, first, mi)	RESIDENCE ADDRESS	MAILING ADDRESS
1.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
2.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
3.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
4.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
5.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
6.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
7.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
8.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
9.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
10.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
11.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
12.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
13.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
14.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615
15.		_____ Kodiak, AK 99615	_____ Kodiak, AK 99615

IMPORTANT: DO NOT PHOTO COPY. This page must remain on the back of the "Declaration of Candidacy."

**ELECTION PAMPHLET
CANDIDATE QUESTIONNAIRE**

A candidate's information and statement submitted under this section may not exceed 350 words. An article such as "a," "an," and "the" will be counted as a word.

Name: _____

Residence Address: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

Length of Residency in Alaska: _____ In Kodiak: _____

Date of Birth (Not Published): _____ Place of Birth: _____

Occupation: _____

Spouse's name: _____ Children's names: _____

Education: _____

Service Organization(s) Membership:

Business and Professional Positions:

Special Interests: _____

Other: _____

Statement:

Please submit a recent photo with the questionnaire or please call us and make arrangements to have your picture taken. **Please note if there is any information on this form that you do not want published.**

ALASKA PUBLIC OFFICES COMMISSION (APOC) REQUIREMENTS

Please remember that it is **YOUR** responsibility as the candidate to familiarize yourself (and your campaign workers) with the requirements of the campaign disclosure law and reporting guidelines.

All candidates, except for Service Area Board Candidates, would have to fill out and file a **Public Official Financial Disclosure (POFD) Statement** at the same time that the Declaration of Candidacy is filed.

Public Offices Financial Disclosures

- [File electronically](#)
- Request forms from the Borough Clerk's Office

Incumbents Financial Disclosures

- If you filed a **paper** POFD, re-do pages 1 and 7 as long as the disclosure information for pages 2 to 6 is the same. Page 1 needs to be a new one because it will be for a different election and/or office. Page 7 is the signature page and it always should be filled out and signed with a new POFD.
- If you filed an **electronic** POFD, see the "Instructions for Copying Your POFD Report." Submit the report online as a new form and print a copy for the Borough Clerk's Office.

Any questions about the requirements of APOC, please contact:

Alaska Public Offices Commission
2221 E. Northern Lights Blvd, Room #128
Anchorage, AK 99508

Phone 907-334-1731
Fax 907-276-7018
General Information: (907) 276-4176
AK Toll Free Number: (800) 478-4176
Website: www.doa.alaska.gov/apoc