

This calendar shows suggested tasks and deadlines to help municipal clerks prepare for a regular election held on the first Tuesday in October. Always refer to your local ordinance for specific election requirements and deadlines which may be different from items shown here.

July 2009: Election Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4 
5	6	7	8 90 days: Review local election ordinance to get familiar with the process.	9 Compare your ordinance with the ordinance checklist and the election timetable and task list.	10 If your ordinance needs revising, discuss needed revisions with the mayor and council.	11
12	13 If changes are made to the elections ordinance or voting procedures, request Dept of Justice (DOJ) approval at least 60 days before the election.	14 Review election calendar.	15	16	17	18
19	20	21 Meet with mayor and governing body to discuss any election concerns.	22	23	24	25
26	27	28	29	30	31	

This calendar shows suggested tasks and deadlines to help municipal clerks prepare for a regular election held on the first Tuesday in October. Always refer to your local ordinance for specific election requirements and deadlines which may be different from items shown here.

August 2009: Election Calendar						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 60 days: Last day to request DOJ approval for election ordinance or voting procedure changes.	8
9	10 Post notices for voter registration.	11 Identify registered voters as potential election judges.	12	13	14	15
16	17 50 days: Inform elected officials of any expiring terms.	18 Prepare information packets and absentee ballots for potential absentee voter requests.	19	20	21	22
23	24	25	26	27 40 days: Pre-order Master Voter Registration List from State of Alaska Division of Elections.	28	29
30	31					

This calendar shows suggested tasks and deadlines to help municipal clerks prepare for a regular election held on the first Tuesday in October. Always refer to your local ordinance for specific election requirements and deadlines which may be different from items shown here.

September 2009: Election Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Post notice of election, vacant seats, ballot questions, and how to file for office: declaration of candidacy and nomination petitions.	5
6 30 days: Close voter registration for the municipal election. Announce absentee voting procedures.	7 Labor Day Holiday	8	9	10	11	12
13	14	15	16 20 days: Last day to post notice of election in compliance with state law.	17 Select three election judges and a chairperson. Provide a bilingual judge, if necessary.	18	19
20	21	22	23	24	25	26 10 days: Last day, per state law, to accept nominations or declarations of candidacy or to withdraw candidacy.
27	28 Prepare and post sample ballots with candidates' names. Prepare regular ballots. Mail absentee voter packets.	29	30			

This calendar shows suggested tasks and deadlines to help municipal clerks prepare for a regular election held on the first Tuesday in October. Always refer to your local ordinance for specific election requirements and deadlines which may be different from items shown here.

October 2009: Election Calendar						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 5 days: Train election judges. Post notice of canvass committee meeting. Last day to mail out absentee ballots.	2 Set up booths and ballot boxes. Gather election supplies.	3
4	5 1 day: Have everything ready – election supplies, judges, booths, etc.	6 ELECTION DAY 8:00 AM Polls Open 8:00 PM Polls Close unless otherwise specified in ordinance.	7 Post preliminary results. Re-post canvass committee mtg notice and deadline to contest election. Check voter eligibility of questioned/challenged ballots.	8	9 Canvass committee meets to certify the results, unless your ordinance states otherwise. Last chance to contest an election administratively.	10
11	12 Governing body meets to swear in new members and reorganize.	13	14 Prepare permanent records. Inform voters whose vote was not counted. Prepare for runoff, if necessary.	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

30 Days After Election: Destroy ballots. Send list of elected officials to the Alaska Public Offices Commission and DCCED.
Send Master Voter Registration List signed by the voters to the Division of Elections within 60 days after the election (by December 5).