

## Municipal Election Timetable and Task List for 2009

This timetable shows **suggested** tasks and deadlines to help municipal clerks prepare for a regular election held on the first Tuesday in October. **Items in red** are required by law. However, refer to your local ordinance for specific election requirements and deadlines which may be different from items below.

### 90 days before the election: July 8, 2009

- ✓ Review local election ordinance. Review election timetable and task list. Review election calendar.
- ✓ Discuss any needed revisions with the mayor and council.
- ✓ Request Dept of Justice (DOJ) preclearance approval for changes made to the election ordinance or election practices, or to hold a special election.

### 60 days before the election: August 7, 2009

- ✓ Post notices for voter registration.
- ✓ Identify registered voters as potential election judges.
- ✓ **Last day to submit changes in election practices to U.S. Dept of Justice for preclearance: Federal Voting Rights Act 51.1(a)(2).**

### 50 - 40 days before the election: August 17-27, 2009

- ✓ Determine which seats are up for election.
- ✓ Inform council, assembly, or board members of expiring terms.
- ✓ Prepare new absentee ballot requests and information packets.
- ✓ Pre-order Master Voter Registration List to be run 30 days before the election.

### 30 days before the election: September 6, 2009

- ✓ **Last day for voter registration, if registration required by local ordinance: AS 29.26.050.**
- ✓ Post notice of election which includes: election date; seats to be filled; date candidacy filing begins; availability of absentee voting applications; and deadlines for both requesting and submitting absentee ballots by mail, in person, or for special needs.

### 20 days before the election: September 16, 2009

- ✓ Appoint election judges.
- ✓ **Last chance to post notice of election in compliance with AS 29.26.030(a).**

### 10 days before the election: September 26, 2009

- ✓ Last day to accept nominations or declaration of candidacy, or withdraw candidacy.
- ✓ Prepare and post sample ballots with candidate names and questions to be voted on.
- ✓ Prepare regular ballots. Mail absentee voter packets.

### 5 days before the election: October 1, 2009

- ✓ Train election judges. Set up booths and ballot boxes.
- ✓ Post notice of canvass committee meeting/council certification meeting.
- ✓ Last day to mail out absentee ballots to potential voters.

### 1 day before the election: October 5, 2009

- ✓ Make sure everything is ready: election supplies, booths, judges, etc.

### Election Day: Tuesday, October 6, 2009

#### 1 day after the election:

- ✓ Post preliminary results.
- ✓ Re-post notice of canvass committee meeting and last date to contest the election.
- ✓ Determine eligibility of voters who voted questioned/challenged ballots.

**First meeting after election:** Canvass committee (governing body) declares election results, records results in the meeting minutes, and authorizes results to be certified.

**Second meeting after election:** Governing body meets to swear in new members and reorganize.

#### 30 days after election:

- ✓ Destroy ballots.
- ✓ Send list of elected officials to Alaska Public Offices Commission and DCCED.
- ✓ Send Master Voter Registration List signed by voters to Division of Elections within 60 days: Dec 5.