

**CITY AND BOROUGH OF SITKA**

**ORDINANCE NO. 2022-06**

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 2  
“ADMINISTRATION” OF THE SITKA GENERAL CODE BY UPDATING CHAPTER 2.40  
“ELECTIONS”**

**1. CLASSIFICATION.** This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code (SGC).

**2. SEVERABILITY.** If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstance shall not be affected.

**3. PURPOSE.** The purpose of this ordinance is to align the deadline for submittal of candidate biographical information with the withdrawal of candidate nomination deadline. In addition, this ordinance would allow the election supervisor to appoint one or more students to serve as election officials if they meet the requirements of the Youth Vote Ambassador Program outlined in AS.15.10.108.

**4. ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 2, entitled “Administration”, Chapter 2.40, entitled “Elections”, at Section 2.04.095, entitled “Candidate biographical information” and Section 2.04.250, entitled “Election officials”, be amended to read as follows (deleted language stricken, new language underlined):

**Title 2  
ADMINISTRATION**

**Chapters:**

**2.40 Elections**

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**Chapter 2.40  
ELECTIONS**

**Sections:**

2.04.095 Candidate biographical information.

\* \* \*

2.04.250 Election officials.

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**2.40.095 Candidate biographical information.**

A candidate for elected office shall provide the municipal clerk with biographical information of not more than one hundred fifty words, a recent photo of the candidate, and a candidate’s advocacy statement of not more than two hundred fifty words for publication on the municipal

website. All information must be received by the municipal clerk no later than five p.m. on the forty-sixth day before the election. ~~no later than ten working days after submittal of a completed candidate packet.~~ A candidate may not make a change to the candidate's biographical information or advocacy statement after the deadline. A candidate's biographical information and advocacy statement must be submitted typewritten or, preferably, transmitted electronically. An article (i.e., a, and, the) will be counted as one word. Any words included in the candidate's biographical information or advocacy statement beyond the allowed word counts will not be published. The municipal clerk can provide the candidate with acceptable topics for the biographical information and advocacy statement. The municipal clerk may reject any portion of a candidate's biographical information or advocacy statement containing obscene, libelous, profane, slanderous or defamatory material.

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**2.40.250 Election officials.**

A. Election Supervisor. The municipal clerk shall be the election supervisor. The election supervisor shall conduct the election and have authority to take such actions as are necessary to carry out the intent of this chapter.

B. Judges. Prior to each election, the election supervisor shall appoint three judges for each polling place and at least three judges for the receiving board and data processing board. Up to three alternate judges may be designated for each polling place or board. One judge shall be designated chairman and shall be primarily responsible for administering the election in that precinct. If a judge is not able or refuses to serve on election day, an alternate shall serve in their place. Should additional need arise, the election supervisor may appoint a replacement. The assembly reserves the right to reject or disapprove election judges.

C. Clerks. The election supervisor may appoint up to three election clerks and up to three alternate clerks at any polling place where they are needed to conduct an orderly election and to relieve the election judges. Alternates may be appointed to the receiving and data processing boards.

D. Qualifications. Each election official serving at a precinct polling place must be a qualified voter and where practicable should reside within the precinct for which appointed. The election supervisor may appoint one or more students age 16 or older as additional election officials if they substantially meet the requirements to serve in the Youth Vote Ambassador Program under AS.15.10.108. Any person so appointed shall be supervised by the election supervisor or the precinct chairperson.

E. Oath. The election officials shall take or subscribe to the following oath:

I "State your name" will honestly, faithfully, and promptly perform the duties of election board member according to law; and I will make every effort to prevent the violation of any provision of law in conducting the election.

F. Training Session. All election judges and clerks and alternates must attend a training session unless excused therefrom by the election supervisor. Any appointed official who fails to attend a training session without being excused will be subject to dismissal by the election supervisor, who shall notify the municipal administrator of the dismissal. The election supervisor is authorized to make an appointment to fill the vacancy caused by such dismissal from the alternate judges or clerks.

G. Compensation. Judges and clerks of election shall be paid such compensation for their services as is approved by the assembly,.

H. No candidate for that election may serve as an election official.

I. Certain familial relationships should not exist between candidates and election officials in any municipal election. Those familial relationships are:


1. Mother, mother-in-law, stepmother;
2. Father, father-in-law, stepfather;
3. Sister, sister-in-law, stepsister;
4. Brother, brother-in-law, stepbrother;
5. Spouse; or
6. Person sharing the same living quarters.

If the election supervisor knows or learns that any of these relationships exist, the election official shall be notified and replaced.

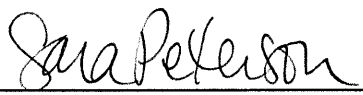
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**5. EFFECTIVE DATE.** This ordinance shall become effective the date after the day of its passage.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska, this 12<sup>th</sup> day of April, 2022.

  
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Steven Eisenbeisz, Mayor

ATTEST:

  
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Sara Peterson, MMC  
Municipal Clerk

1<sup>st</sup> reading: 3/22/2022  
2<sup>nd</sup> and final reading: 4/12/2022

Sponsor: Administrator