To: Mayor & Assembly  
From: Laurie J. Sica, Municipal Clerk/Election Official  
Subject: Deadlines for the October 4, 2005 Municipal Election  
Date: January 21, 2005

The next Regular Municipal Election is Tuesday, October 4, 2005.¹ The deadlines for this election are set forth below. All dates are 2005.

CHARTER AMENDMENTS

The Assembly may propose a Charter amendment by ordinance.² In order for a proposed amendment to be submitted to the voters at the regular election, an ordinance to amend the charter would need to be adopted no earlier than Monday, June 6, and no later than Friday, August 5.³ These deadlines are set to avoid the costs associated with a special election. The last regular meeting for the Assembly to introduce a charter amendment is June 27, the last regular scheduled meeting for the Assembly to adopt a charter amendment is July 11, unless special meetings are scheduled for such purposes.

GENERAL BALLOT PROPOSITIONS

Notice of the regular election must be published no later than Sunday, September 4.⁴ The notice must state the purposes of the election. All ballot propositions must be finalized prior to the date the notice of election is published.

Ordinances or resolutions proposing a ballot proposition, other than a Charter amendment, must be adopted by Monday, August 22, in order to allow time for publishing the notice of election and for ballot preparation, printing and delivery to Juneau. The Regular Assembly meetings in August are scheduled for August 8 and 22. The latest date on which an ordinance proposing a ballot proposition

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¹ CBJ Charter Section 6.1 Regular Elections “A regular election shall be held annually on the first Tuesday in October, or such other date as the assembly may provide by ordinance.”
² CBJ Charter Section 14.2 Proposal by the Assembly “The assembly may propose Charter amendments by ordinance containing the full text of the proposed amendment and adopted by at least six votes of the assembly.”
³ CBJ Charter Section 14.5 Election “The election shall be held not less than sixty days and not more than one hundred and twenty days after the amendment has been proposed. If no regular election is to be held within that period, the assembly shall provide for a special election on the proposed amendment.”
⁴ CBJ Charter Section 6.1 Regular Elections “At least thirty days published notice shall be given of a regular election.”
could be introduced at a regular meeting is August 8. The latest date on which it could be heard at a regular meeting is August 22. If necessary, the Assembly can hold a special meeting to introduce or adopt an ordinance, as long as a public hearing on the ordinance is held. An ordinance hearing must be noticed in a newspaper of general circulation seven days prior to the public hearing. 5

**PETITIONS**

A petition may propose a charter amendment, or an initiative or referendum amending the CBJ Municipal Code. To start a petition, petitioners form a committee of five qualified municipal voters and submit an affidavit stating the purposes of petition. 6 A petition must have signatures of qualified voters equal to 25% of the votes cast in the preceding municipal election. Based on the 2004 regular election turnout of 9,292 voters, 2,323 signatures of qualified voters are required to certify a petition. 7 Promptly after the filing of a proper affidavit, the clerk shall issue the appropriate petition pages to the petitioners committee. The time frames for a certified petition proposition to be placed on the ballot vary depending on the type of petition proposed. 8

**Charter Amendments**

If the petition proposes a Charter amendment, once certified, its proposition is placed on the ballot. 9 The Assembly does not participate in the process. In order to meet publication deadlines for the Notice of Election and to avoid the need for a special election, the following dates are set for initiative and referendums for the regular election 2005: 10

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**Charter Amendments:**

April 27 - First day clerk issues charter amendment petition pages
June 26 - Last day clerk issues charter amendment petition pages

The CBJ Charter and Code anticipate a timeframe, which can extend from 45 – 65 days from the time the affidavit, is submitted in the clerk’s office to the time it is certified by the clerk for ballot placement. 11

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5 CBJ Charter Section 5.3 Ordinance Procedure (a) "…The public hearing on an ordinance shall follow publication by at least seven days…"
6 CBJ Charter Section 7.2 Commencement of Proceedings. (a) "Any five qualified municipal voters may commence initiative or referendum…"
7 CBJ Charter Section 7.3
8 CBJ Charter Section 14.5 Election (a) "Proposed (charter) amendments shall be submitted to the qualified voters of the municipality" and CBJ Charter Section 7.10 Action on Petitions (a) "When an initiative or referendum petition has been determined sufficient, the clerk immediately shall submit it to the assembly”.
9 CBJ Charter 14.5 (a) Election.
10 CBJ Charter Section 14.5 (b) Election (b) "The election shall be held not less than sixty days and not more than one hundred and twenty days after the amendment has been proposed."
11 CBJ Code Section 29.10.025 Certification of Petitioners’ Committee Affidavit
12 CBJ Charter Section 7.3 Petition "A petition…shall be filed in proper form with the clerk within thirty days after the date of issuance of petition pages” and 7.6 Examination for Sufficiency "Within ten days following the date on which the petition is filed in proper form, the clerk shall certify if it bears the required number of signatures”
Code Ordinances

If the petition proposes adoption by initiative or repeal by referendum of an ordinance, the Assembly does participate in the process. Upon certification by the clerk that such a petition bears the required number of signatures, the clerk submits the petition to the Assembly. The Assembly has thirty days to repeal a referred measure, and forty-five days to adopt an initiative measure without any change in substance.\(^{13}\)

The election on a proposed initiative or referred measure shall be held not later than sixty days from the last day on which the assembly action may be completed on the proposed initiative or referred measure. The notice of election is required to contain a summary of the proposed initiative or referred measure.\(^{14}\)

In order to meet publication deadlines for the Notice of Election and to avoid the need for a special election, the following dates are set for initiative and referendums for the regular election 2005:

**Initiative**
- May 12 - First day clerk issues initiative petition pages
- June 7 - Last day clerk issues initiative petition pages

**Referendum**
- May 27 - First day clerk issues referendum petition pages
- June 22 - Last day clerk issues referendum petition pages

A petitioners’ committee for either a Code or Charter amendment should commence proceedings at the earliest date possible. Petitioner’s committees are encouraged to work with the CBJ Law Department. CBJ Code provides for attorney assistance on initiative petitions, and is an option for petitioners’ committees.\(^{15}\)

**Candidate Filing Period**

Nominating petitions for the municipal election must be submitted no earlier than 8:00 a.m., Monday, August 15, and no later than 4:30 p.m., Thursday, August 25.\(^{16}\)

A candidate may withdraw his or her nomination no later than 4:30 p.m. of the thirtieth day before the

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\(^{13}\) CBJ Charter Section 7.10 (a) Action on Petitions (a) "…If the assembly fails to adopt a proposed initiative measure without any change in substance within forty-five days or fails to repeal the referred measure within thirty days after the date the petition was determined sufficient, it shall submit the proposed initiative or referred measure to the electorate of the municipality."

\(^{14}\) CBJ Charter 7.10 (b) Action on Petitions

\(^{15}\) CBJ Code Section 29.10.020 Attorney assistance on initiative petitions.

\(^{16}\) CBJ Code Section 29.07.050 (c) Candidates – Nomination
election - or September 4.\textsuperscript{17}