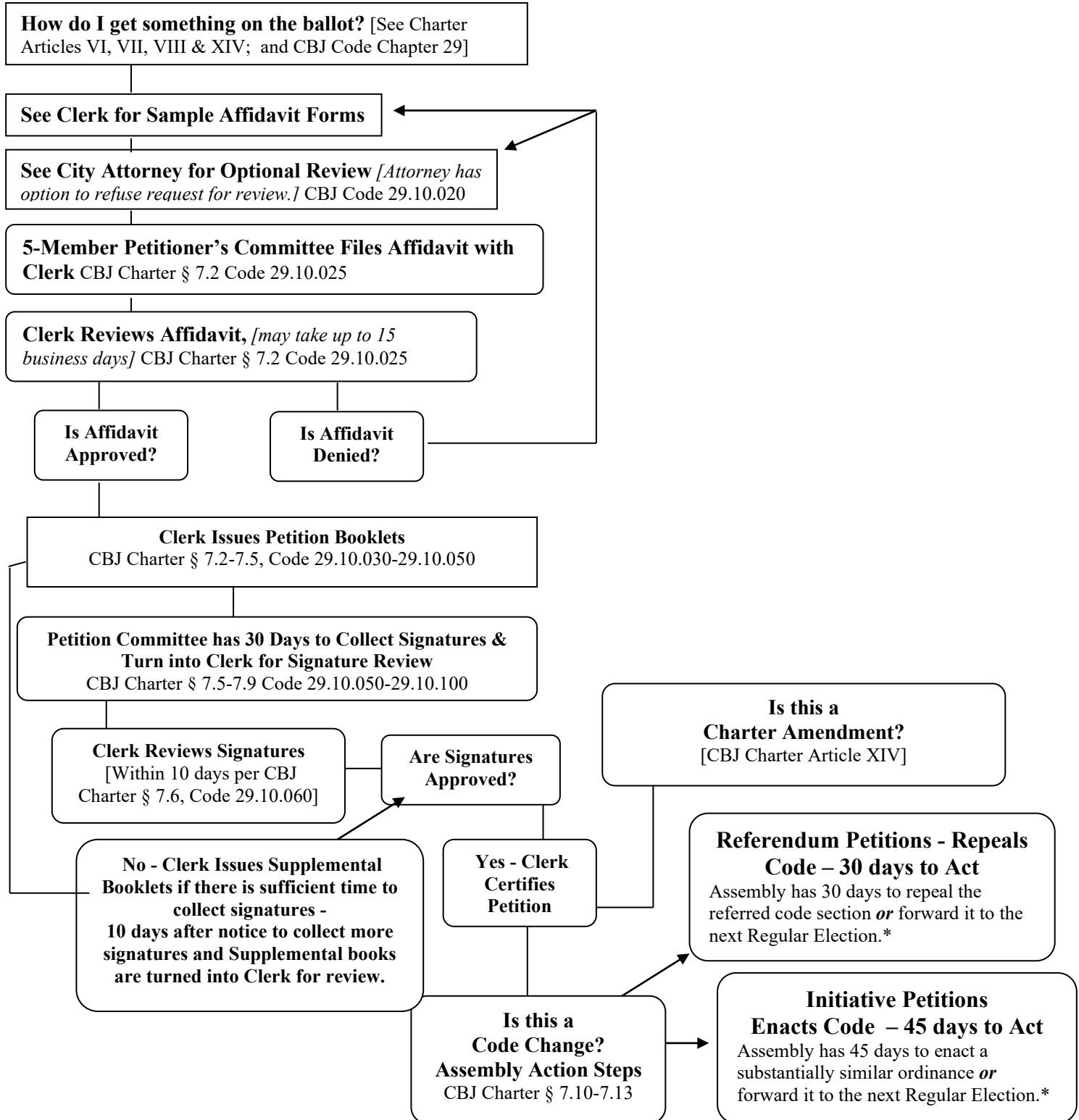**City & Borough of Juneau**
Municipal Elections Petition Process
[As outlined in the CBJ Charter and Code – Flow Chart Updated April 24, 2024]
Some of the charter & code sections may be paraphrased or abbreviated for sake of brevity.
Please refer to the Charter or Code section referred to for the full text.
https://library.municode.com/ak/juneau/codes/code_of_ordinances

How do I get something on the ballot? [See Charter Articles VI, VII, VIII & XIV; and CBJ Code Chapter 29]

See Clerk for Sample Affidavit Forms

See City Attorney for Optional Review *[Attorney has option to refuse request for review.]* CBJ Code 29.10.020

5-Member Petitioner's Committee Files Affidavit with Clerk CBJ Charter § 7.2 Code 29.10.025

Clerk Reviews Affidavit, *[may take up to 15 business days]* CBJ Charter § 7.2 Code 29.10.025

Is Affidavit Approved?

Is Affidavit Denied?

Clerk Issues Petition Booklets
CBJ Charter § 7.2-7.5, Code 29.10.030-29.10.050

Petition Committee has 30 Days to Collect Signatures & Turn into Clerk for Signature Review
CBJ Charter § 7.5-7.9 Code 29.10.050-29.10.100

Clerk Reviews Signatures
[Within 10 days per CBJ Charter § 7.6, Code 29.10.060]

Are Signatures Approved?

Is this a Charter Amendment?
[CBJ Charter Article XIV]

No - Clerk Issues Supplemental Booklets if there is sufficient time to collect signatures - 10 days after notice to collect more signatures and Supplemental books are turned into Clerk for review.

Yes - Clerk Certifies Petition

Referendum Petitions - Repeals Code – 30 days to Act
Assembly has 30 days to repeal the referred code section *or* forward it to the next Regular Election.*

Is this a Code Change? Assembly Action Steps
CBJ Charter § 7.10-7.13

Initiative Petitions Enacts Code – 45 days to Act
Assembly has 45 days to enact a substantially similar ordinance *or* forward it to the next Regular Election.*

*Charter § 7.10(b) provides, in part, for a proposed initiative or referred measure to be placed on the next regular election, or, if already scheduled, at a special election if one is scheduled no sooner than 90 days from the last day of Assembly action. If there is no regular election scheduled within 75 days after the petition is certified, the Assembly may choose to order a special election on the matter prior to the next regular election.