



OFFICE OF THE MUNICIPAL CLERK/ ELECTION OFFICIAL

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Date: March 17, 2025
To: Mayor Weldon & Assembly
From: Beth McEwen, Municipal Clerk/Election Official
Subject: Finalized Timelines for October 7, 2025, Regular Municipal Election

Now that the Assembly has adopted Ordinance 2025-14am *An Ordinance Amending the City and Borough Title 29 Code Relating to Elections Processes and Procedures*, which takes effect on April 2, 2025, the below information captures the finalized dates in advance of the October 7, 2025, Regular Municipal Election.¹ All dates referenced below are for the 2025 calendar year unless otherwise noted.

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 9, and no later than Friday, August 8.**³ These deadlines are set to avoid the need to hold a special election. The first regular meeting for the Assembly to introduce a Charter amendment is **May 19**, the last regular scheduled meeting for the Assembly to adopt a Charter amendment is **July 28**, unless special meetings are scheduled for such purposes.

GENERAL BALLOT PROPOSITIONS

Notice of the regular election must be published no later than Sunday, September 7 (Juneau Empire schedule currently publishes on Wednesdays and Saturdays only so publication would be September 6.)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 July 28, to allow time for publishing the notice of election and for ballot preparation, printing and mailing to Juneau. I recommend introducing any ballot measure no later than the June 9 Regular Assembly meeting, with public hearing and Assembly action on July 28. The Assembly can hold a special meeting to introduce or adopt a ballot ordinance, as

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.”

long as a public hearing on the ordinance is held. The notice of public hearing on an ordinance must be published in a newspaper of general circulation at a minimum of seven days prior to the public hearing.⁵

PETITIONS

A petition may propose amending the CBJ Charter or the CBJ Municipal Code. To start a petition, petitioners form a committee of five qualified municipal voters and submit an affidavit stating the purpose of the petition to the Clerk's office.⁶ A petitioner's committee is encouraged to submit a copy of the affidavit and the proposed ordinance, resolution or other measure to be initiated to the Municipal Attorney with a request that it be reviewed by the Attorney.⁷

After receiving a petition affidavit, the Clerk has **15 business days** to review and deny or approve the petition affidavit and, if approved, issue petition books. The petition committee then has **30 calendar days** in which to obtain the signatures of qualified voters equal to 25% of the votes cast in the preceding regular municipal election. Based on the 10,880 total ballots counted during the 2024 Regular Municipal Election, 25% of that would **require 2,720 signatures** of qualified voters to certify a petition in the City and Borough of Juneau.⁸

The CBJ Charter and Code anticipates timeframes, which can extend between 66 - 81 days from the time the affidavit is submitted in the Clerk's office to the time it is certified by the Clerk.^{9/10}

This includes **15 business days** for the Clerk to review and issue signature booklets to a petitioner's committee, **30 calendar days** for the collection of signatures, **10 calendar days** for the Clerk to review/certify signatures, or an additional **10 calendar days** for petitioners to gather supplemental signatures. The Clerk then has **10 calendar days** to either certify or reject the supplemental petition signatures. If certified, the Clerk forwards it to the Assembly for action if it is an initiative or referendum petition or in the case of a Charter amendment petition, it is placed on the ballot without Assembly action. If the Clerk rejects the petition, CBJ Charter 7.8 requires a six-month lapse before a substantially similar petition may be filed.

The time frames for a certified petition proposition to be placed on the ballot vary depending on the type of petition proposed.¹¹ Petitioners are encouraged to contact the Clerk's office in late February/early March of each year to begin working on the petition process to avoid having to hold a special election. Below are the filing dates for each type of petition to potentially have a question appearing on the October 7 ballot and to avoid a special election:

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 Code Section 29.10.020 Attorney assistance on initiative petitions.

8 CBJ Charter Section 7.3

9 CBJ Code Section 29.10.025 Certification of Petitioners' Committee Affidavit

10 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"

11 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".

Initiative Petition - Affidavit submitted by March 24

Referendum Petition - Affidavit submitted by April 10

Charter Amendments

If the petition proposes a Charter amendment, the Assembly **does not** participate in the process. Once certified, the proposition is placed on the ballot.¹² In order to meet publication deadlines for the Notice of Election and to avoid a special election the following dates are set for 2025:¹³

Charter Amendments:

June 9 - Earliest day Clerk can certify a voter-initiated Charter amendment petition. Petitioner affidavits should be submitted no earlier than **April 10**.

August 8 - Last day Clerk can certify a voter-initiated Charter amendment petition. Petitioner affidavits should be submitted no later than **May 19** to avoid a special election.

If a Charter amendment petition is submitted outside of the timeframes above, a special election may be required to be held to determine the outcome.

Please see the attached Quick Dates reference sheet and the petition flow chart for the dates/timing of each type of petition.

CANDIDATE FILING PERIOD

The candidate filing dates apply as follows:

- Opens **8a.m., Friday, July 18** and closes at **4:30p.m. Monday, July 28**¹⁴

The nominating petition forms will be available in the Clerk's office and require the signatures of 25 registered Juneau voters. In addition, to be considered a certified candidate, a printed/signed copy of the electronically submitted Alaska Public Offices Commission Public Official Financial Disclosure (APOC POFD) Statement must be submitted to the Clerk's office no later than **July 28, 4:30 p.m. deadline**.¹⁵

A candidate may withdraw his or her name from the printed ballot no later than 4:30 p.m. on Friday, August 1.¹⁶

12 CBJ Charter 14.5 (a) Election.

13 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."

14 CBJ Code Section 29.07.050 (c) Candidates – Nomination

15 AS 39.50.020 (a)... Candidates for elective municipal office shall file the statement at the time of filing a nominating petition, declaration of candidacy, or other required filing for the elective municipal office. Refusal or failure to file within the time prescribed shall require that the candidate's filing fees, if any, and filing for office be refused or that a previously accepted filing fee be returned and the candidate's name removed from the filing records....(b)... Municipal officers, former municipal officers, and candidates for elective municipal office, shall file with the municipal clerk or other municipal official designated to receive their filing for office. All statements required to be filed under this chapter are public records.

16 CBJ Code 29.07.050 (e) Any candidate nominated may withdraw his or her nomination not later than 4:30 p.m. of the 67th day before the election.

Candidates may submit an official candidate statement for publication on the CBJ website as early as the filing of their nominating petition but no later than August 18.¹⁷

Write-in candidates can file a letter of intent and an APOC POFD statement with the Clerk's office not earlier than Friday, August 1 and not later than 4:30p.m. on September 30. Write-in candidates do not participate in the Official Candidate Statement process.

Attachments

- Quick Reference Dates for October 7, 2025, Regular Municipal Election (Updated 3/17/25)
- Petition Process Flow Chart

¹⁷ CBJ Code 29.07.050, Official Candidate Statement. Please contact the Election Official for the necessary forms/procedures for filing of these official candidate statements.

Quick Reference Dates for October 7, 2025 CBJ Regular Election

All dates reflect the changes from Ordinance 2025-14 adopted on March 3, 2025.

This is a working DRAFT/Subject to Change by the Election Official.

All Dates listed below are for Calendar Year 2025

Initiative Petition Process (An Initiative petition is for enacting a new law.)

- 3/24** Deadline to submit Affidavit to the Clerk
- 3/24-4/14: Clerk has 15 business days to review/approve & issue books
- 4/14: If sufficient, Clerk issues petition books – petition committee has 30 days to collect signatures (Petition due to be filed with the Clerk as one instrument by 5/13)
- 5/13-5/23: Clerk has 10 days to review signatures for sufficiency – if sufficient, certifies petition.
- 5/23: If not sufficient, Clerk issues supplemental petition books
- 5/23-6/2: Petition committee has 10 days to collect supplemental signatures
- 6/2-6/6: Clerk has 10 days to review signatures for sufficiency – if sufficient, certifies petition. If certified, Clerk submits to the Assembly for action; Assembly has 45 days to adopt substantially similar legislation or if the Assembly doesn't act, the petition question is placed on the ballot.

Referendum Petition Process (Referendum petition is for removing an existing law.)

- 4/10** Deadline to submit Affidavit to the Clerk
- 4/10-4/30: Clerk has 15 business days to review/approve & issue books
- 4/30: If sufficient, Clerk issues petition books – petition committee has 30 days to collect signatures (Petition due to be filed with the Clerk as one instrument by 5/30)
- 5/30-6/9: Clerk has 10 days to review signatures for sufficiency – if sufficient, certifies petition.
- 6/9: If not sufficient, Clerk issues supplemental petition books
- 6/9-6/19: Petition committee has 10 days to collect supplemental signatures
- 6/19-6/29: Clerk has 10 days to review signatures for sufficiency – if sufficient, certifies petition. If certified, Clerk submits to the Assembly for action; Assembly has 30 days to repeal the current law or if the Assembly doesn't act, the petition question is placed on the ballot.

Charter Amendment Petition Process (to repeal or add something to the CBJ Charter)

- 4/10** **Earliest date** to submit an Affidavit to the Clerk for a Charter Amendment for the 10/7 ballot.
- 5/19** **Last date** to submit an Affidavit to the Clerk for a Charter Amendment for the 10/7 ballot. The same process and timing applies to Charter Amendments as listed above for Initiative/Referendum petitions with the following important differences:
- 6/9** ***Is the Earliest Date the Clerk can certify a petition for a Charter Amendment without triggering a Special Election.***
- 8/8** ***Is the Latest Date the Clerk can certify a petition for a Charter Amendment without triggering a Special Election.***
- The Assembly does not take action on Charter Amendment petitions and, if certified, the petition question is placed on the ballot.

Other Election Related Dates

- 5/3** ***How to Run for Local Public Office***, a free workshop by the Juneau League of Women Voters, CBJ Clerk's Office, Juneau School District, and Juneau Public Libraries.
- 5/19** Earliest Regular Assembly meeting for the Assembly to introduce a Charter Amendment Ordinance
- 6/9** **[120 days prior to Election Day]**
Earliest day for the clerk to certify a petition for a Charter amendment
- 6/9** Deadline for the Clerk to certify an Initiative Petition and submit it to the Assembly for Action.
Last Regular Assembly Meeting to introduce all Ballot ordinances, including any Charter amendments.
First Regular Assembly Meeting for the Assembly to Adopt a Charter Amendment Ordinance.

Quick Reference Dates for October 7, 2025 CBJ Regular Election

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All Dates listed below are for Calendar Year 2025

- 6/29** **[100 Days until Election Day]**
Deadline for the Clerk to certify a Referendum Petition and submit it to the Assembly for action.
- 7/9** **[90 days prior to Election Day]**
- 7/18** Filing for Assembly and School Board Candidacy Opens at 8:00 a.m.
- 7/28** Filing for Assembly and School Board Candidacy Closes at 4:30 p.m.
- 8/1** Last day for candidates to withdraw their name from the printed ballot – 4:30 p.m.
First day a write-in candidate can file a letter of intent to run a write-in campaign.
- 7/28** **Last Regular Assembly Meeting to Adopt all ballot ordinances, including any Charter amendments or to make a motion placing an advisory question on the ballot.**
- 8/8** **[60 days prior to Election Day]**
Last day for Assembly to adopt an ordinance or the Clerk to certify a petition for a Charter amendment proposition (This is a Friday and would require a Special Assembly meeting.)
- 8/8** Clerk finalizes ballot layout & submits ballot text for design, voice recording, and testing.
- 8/15** Final ballot approval with printer (to be delivered for testing by 8/29.)
- 8/18** **[50 days prior to Election Day]**
Optional Candidate Profiles due to Clerk
- 9/1** **Labor Day Holiday Observed**
- 9/2-9/5** Election Equipment & Ballot Logic and Accuracy Testing occurs week of Sept. 2
- 9/6** Notice of Election Published in Newspaper of General Circulation (these dates are if the Juneau Empire continues to publish on Saturdays, if they change their publication dates, we should ensure it is the publication prior to or on 9/7.)
- 9/7** **[30 days prior to Election Day]**
Last day for residents to register to vote in this election.
Deadline for Candidate Profiles to be published on CBJ Elections website.
- 9/19** **Ballots mailed out from printer/contractor (in WA) to all qualified registered voters**
- 9/22** **[15 days prior to Election Day]**
Ballot Drop Boxes unlocked to begin receiving ballots;
Vote Centers open 15 days prior to Election Day through 8p.m. on Election Day.
- 9/30** **[7 days prior to Election Day]**
Last day to file "write-in" candidacy letter of intent and candidacy packet.
- 10/6** **5:00pm Deadline** to submit application for a fax/e-ballot (by electronic transmission).
- 10/7** **Election Day: Vote Centers open 7am-8pm; Ballot Drop Boxes open until 8pm.**
[Preliminary Unofficial Results will not include ballots received on Election Day.
Those ballots received, reviewed and approved prior to Election Day will be included in the unofficial preliminary results published late Election night. Eligible ballots received on Election Day or after, will be added to the unofficial results which will be periodically updated until the final ballot results are certified and published.]

Quick Reference Dates for October 7, 2025 CBJ Regular Election

All dates reflect the changes from Ordinance 2025-14 adopted on March 3, 2025.

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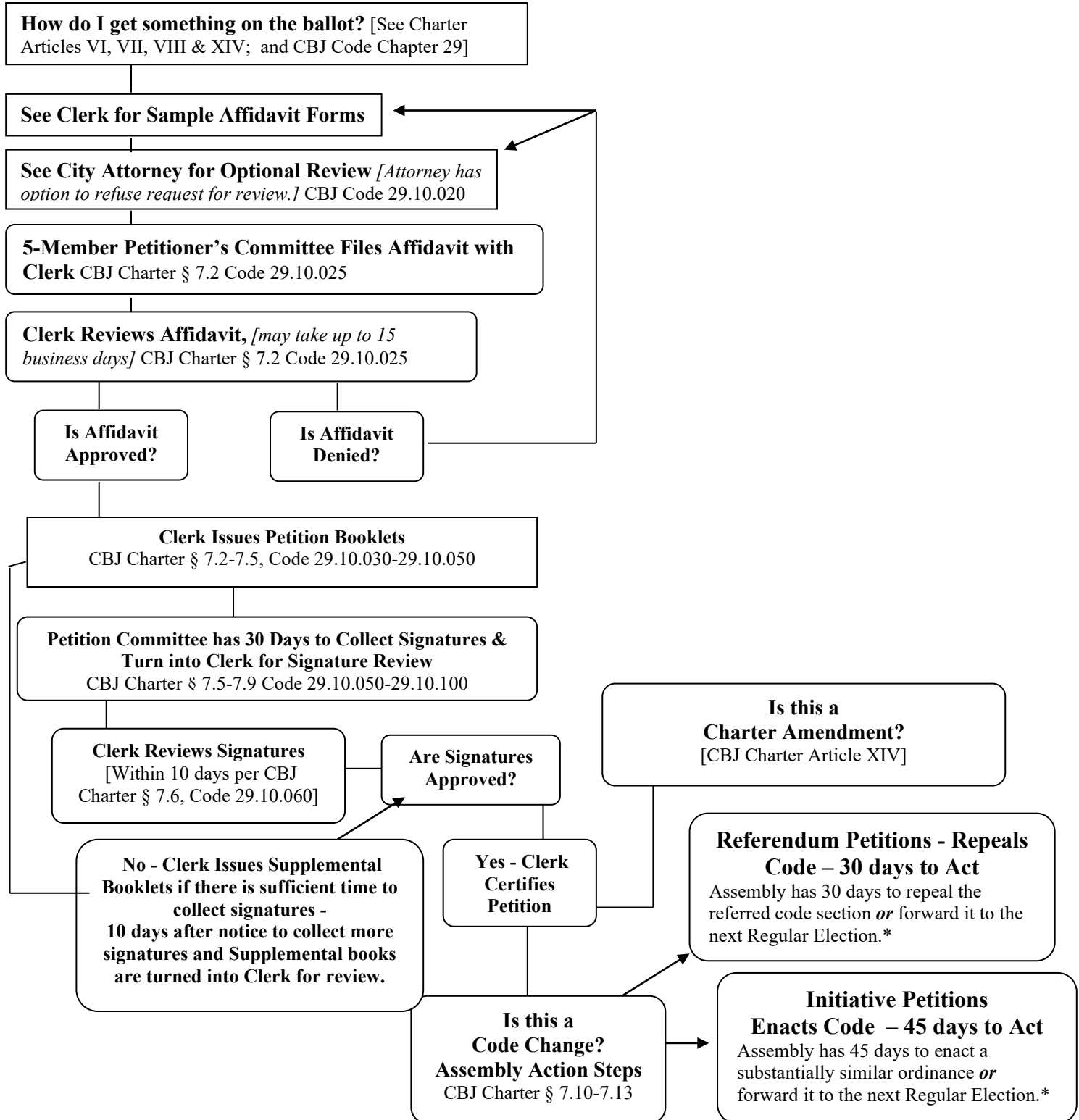
All Dates listed below are for Calendar Year 2025

- 10/20** Close of business Monday, 10/20, deadline for ballot cures to be submitted to the Election Center for consideration by the Canvass Review Board.
- 10/21** Final ballot review and tabulation by the Canvass Review Board held at the Ballot Processing Center with up to three additional days, as may be needed.
- 10/21** **FINAL RESULTS** will be published online upon certification by the Canvass Review Board and the Election Official.
- 10/23** (Within 2 days after certification) Any request for a recount of election returns (CBJ Code 29.07.300) must be filed with the Clerk. Within 5 days of recount application being deemed sufficient, the Clerk conducts a recount of election returns to be completed within 2 days and certifies final results.
- 10/27** Swearing in & first meeting with newly elected Assemblymembers, Election of Deputy Mayor
- 10/28** Swearing in & first meeting with newly elected School Board Members
- 10/31** Last Day to file for Judicial Review of Election in Superior Court (Within 10 days of certification)

Contact the Municipal Clerk's office at 907-586-5278 or via email at City.Clerk@juneau.gov with any questions.

**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



*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.