

## **Election Policies and Rules of Procedure**

### **1.2 Petition book guidelines**

Petition books for **Referendum, Initiative, and Charter** Petitions will be substantially similar to the sample included in this document. The Clerk's office may adjust formatting, typeset, or other minor changes to allow books to be successfully printed.

Each petition book will be bound. Petition books will have a colored coversheet. Each unique petition that comes in within a calendar year will have a different color cover. Petition books will be in the following format in accordance with **CBJ Charter 7.4-7.5**:

#### **Section 7.4. Form of petition.**

- (a) All pages of a petition shall be uniform in size and style. They shall be assembled as one instrument for filing. Each signature shall be executed in ink, and shall be followed by the residence address of the person signing.
- (b) Petitions shall contain or have attached to them throughout their circulation the full text of the proposed initiative or referred measure.

#### **Section 7.5. Affidavit of circulator.**

When filed each page of a petition shall have attached to it an affidavit executed by the circulator of the petition. The affidavit shall state the number of signatures on the page, that the circulator personally circulated the page, that all the signatures were affixed in the circulator's presence, that the circulator believes them to be the genuine signatures of the persons whose names they purport to be, that each signer had an opportunity before signing to read the full text of the proposed initiative or referred measure, and that the circulator believes each signer to be a qualified municipal voter.

An impartial summary of the petition will be written by the City Attorney and will appear on the cover of the petition books.

Petition books for **Recall** Petitions do not require a personal identifier, therefore that column would be optional.

BOOKLET NUMBER HERE

CIRCULATOR’S NAME HERE

**[TYPE - INITATIVE/REFENDUM/CHARTER/RECALL] PETITION**

The undersigned, qualified voters of the City and Borough of Juneau, Alaska, petition that the attached [TYPE] be proposed to the voters of the City and Borough of Juneau.

**[TYPE] SHORT TITLE:**

**SHORT TITLE HERE**

**IMPARTIAL SUMMARY OF THE [TYPE] BEING PROPOSED:**

IMPARTIAL SUMMARY HERE

**This petition was issued by the City & Borough of Juneau Municipal Clerk on [DATE] The petition shall be filed as a single instrument within thirty days after the issuance of petition pages. [FINAL DATE PETITION IS DUE HERE.]**

## NOTICE TO PETITION SIGNERS

To sign this petition, you must:

1. Be a registered Juneau voter in good standing on the day you sign
2. Write in ink
3. **Legibly** print your name, residence address, and zip code
4. Sign your name in a way that matches CBJ or State records (hint: check how you signed your driver's license)
5. Include a personal identifier, which can be:
  - a. Date of Birth (MM/DD/YYYY),
  - b. Alaska Driver's License Number,
  - c. Alaska State ID Number,
  - d. Voter ID Number, or
  - e. Last four digits of Social Security Number

Someone else may help you by writing your name, address, zip code, and personal identifier. However, you **must** sign or make your mark ("X") yourself.

You may only sign a petition once.

You may withdraw your signature from a petition (before it is certified) by providing a written statement to the Clerk asking that your signature be withdrawn. You may not withdraw your signature after it is certified.

FULL TEXT OF THE [TYPE] BEING PROPOSED:

[TYPE] Short Title: TITLE HERE

FULL TEXT HERE

The undersigned, qualified voters of the City and Borough of Juneau, Alaska, petition that the attached [TYPE] be proposed to the voters of the City and Borough of Juneau.  
The full text of the [TYPE] to be proposed to the voters of the City and Borough of Juneau is located on the first page of this booklet.

	PERSONAL IDENTIFIER	SIGNATURE	PRINTED NAME	RESIDENTIAL ADDRESS	ZIP CODE	DATE SIGNED
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**Personal Identifier can be:** Date of Birth (MM/DD/YYYY), Voter ID number, Alaska Driver’s License number, Alaska State ID number, Last 4 digits of Social Security number

Total signatures contained on this page: \_\_\_\_\_. I certify, being first duly sworn, depose and say that I am a duly authorized circulator of this [TYPE] Petition, and that I have personally circulated this page, all signatures appearing on this page herein were affixed in my presence, that I believe the signatures to be genuine signatures of the persons whose names they purport to be, that each signer had an opportunity before signing to read the full text of the proposed Initiative, and that I believe each signer to be a qualified municipal voter.

\_\_\_\_\_Circulator's Signature

The undersigned, qualified voters of the City and Borough of Juneau, Alaska, petition that the attached [TYPE] be proposed to the voters of the City and Borough of Juneau.  
The full text of the [TYPE] to be proposed to the voters of the City and Borough of Juneau is located on the first page of this booklet.

	PERSONAL IDENTIFIER	SIGNATURE	PRINTED NAME	RESIDENTIAL ADDRESS	ZIP CODE	DATE SIGNED
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**Personal Identifier can be:** Date of Birth (MM/DD/YYYY), Voter ID number, Alaska Driver’s License number, Alaska State ID number, Last 4 digits of Social Security number

Total signatures contained on this page: \_\_\_\_\_. I certify, being first duly sworn, depose and say that I am a duly authorized circulator of this [TYPE] Petition, and that I have personally circulated this page, all signatures appearing on this page herein were affixed in my presence, that I believe the signatures to be genuine signatures of the persons whose names they purport to be, that each signer had an opportunity before signing to read the full text of the proposed Initiative, and that I believe each signer to be a qualified municipal voter.

\_\_\_\_\_Circulator's Signature

The undersigned, qualified voters of the City and Borough of Juneau, Alaska, petition that the attached [TYPE] be proposed to the voters of the City and Borough of Juneau.  
The full text of the [TYPE] to be proposed to the voters of the City and Borough of Juneau is located on the first page of this booklet.

	PERSONAL IDENTIFIER	SIGNATURE	PRINTED NAME	RESIDENTIAL ADDRESS	ZIP CODE	DATE SIGNED
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

**Personal Identifier can be:** Date of Birth (MM/DD/YYYY), Voter ID number, Alaska Driver’s License number, Alaska State ID number, Last 4 digits of Social Security number

Total signatures contained on this page: \_\_\_\_\_. I certify, being first duly sworn, depose and say that I am a duly authorized circulator of this [TYPE] Petition, and that I have personally circulated this page, all signatures appearing on this page herein were affixed in my presence, that I believe the signatures to be genuine signatures of the persons whose names they purport to be, that each signer had an opportunity before signing to read the full text of the proposed Initiative, and that I believe each signer to be a qualified municipal voter.

\_\_\_\_\_Circulator's Signature

The undersigned, qualified voters of the City and Borough of Juneau, Alaska, petition that the attached [TYPE] be proposed to the voters of the City and Borough of Juneau.  
The full text of the [TYPE] to be proposed to the voters of the City and Borough of Juneau is located on the first page of this booklet.

	PERSONAL IDENTIFIER	SIGNATURE	PRINTED NAME	RESIDENTIAL ADDRESS	ZIP CODE	DATE SIGNED
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						

**Personal Identifier can be:** Date of Birth (MM/DD/YYYY), Voter ID number, Alaska Driver’s License number, Alaska State ID number, Last 4 digits of Social Security number

Total signatures contained on this page: \_\_\_\_\_. I certify, being first duly sworn, depose and say that I am a duly authorized circulator of this [TYPE] Petition, and that I have personally circulated this page, all signatures appearing on this page herein were affixed in my presence, that I believe the signatures to be genuine signatures of the persons whose names they purport to be, that each signer had an opportunity before signing to read the full text of the proposed Initiative, and that I believe each signer to be a qualified municipal voter.

\_\_\_\_\_Circulator's Signature



The undersigned, qualified voters of the City and Borough of Juneau, Alaska, petition that the attached [TYPE] be proposed to the voters of the City and Borough of Juneau.  
The full text of the [TYPE] to be proposed to the voters of the City and Borough of Juneau is located on the first page of this booklet.

	PERSONAL IDENTIFIER	SIGNATURE	PRINTED NAME	RESIDENTIAL ADDRESS	ZIP CODE	DATE SIGNED
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						

**Personal Identifier can be:** Date of Birth (MM/DD/YYYY), Voter ID number, Alaska Driver’s License number, Alaska State ID number, Last 4 digits of Social Security number

Total signatures contained on this page: \_\_\_\_\_. I certify, being first duly sworn, depose and say that I am a duly authorized circulator of this [TYPE] Petition, and that I have personally circulated this page, all signatures appearing on this page herein were affixed in my presence, that I believe the signatures to be genuine signatures of the persons whose names they purport to be, that each signer had an opportunity before signing to read the full text of the proposed Initiative, and that I believe each signer to be a qualified municipal voter.

\_\_\_\_\_ Circulator's Signature

BOOKLET NUMBER HERE/Signature Page 5

CERTIFICATION OF CIRCULATOR FOR [PETITION SHORT-NAME]

I, \_\_\_\_\_, being first duly sworn, depose and say that I am a duly authorized Circulator of this [TYPE] Petition, and that I have personally circulated all pages and that each page contains the number of signatures as follows:

Booklet # _____	Page 1	Page 2	Page 3	Page 4	Page 5
Total Number of Signatures on each page:					

Total signatures contained in this petition booklet \_\_\_\_\_.

I further certify that all signatures appearing on each page herein were affixed in my presence, that I believe the signatures to be genuine signatures of the persons whose names they purport to be, that each signer had an opportunity before signing to read the full text of the proposed [TYPE], and that I believe each signer to be a qualified municipal voter.

Circulator’s Signature:\_\_\_\_\_

Circulator’s Printed Name:\_\_\_\_\_

The foregoing instrument was acknowledged before me by the above individual whose name appears as the circulator:

Notary Public in and for the State of Alaska:\_\_\_\_\_  
My commission expires:

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, YEAR.

**NOTE: After the above certification is completed, additional petitioners must not sign in this booklet.**

**FOR ELECTION OFFICIAL USE ONLY:**

Signature Page Number	<u>Page 1</u>	<u>Page 2</u>	<u>Page 3</u>	<u>Page 4</u>	<u>Page 5</u>
Number of Signatures rejected from this booklet:					
Number of Signatures approved from this booklet:					

***TOTAL SIGNATURES APPROVED FOR THIS BOOKLET \_\_\_\_\_by Election Official \_\_\_\_\_***

*Election Official Notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_