

## **Election Policies and Procedures**

### **3.5 – Receiving a ballot**

CBJ Code **29.07.100 - Voting procedure** provide guidelines for how people can receive a ballot for the election.

All people registered to vote in Juneau at least 30 days before Election Day are eligible to vote in a regular or special election. They may receive a ballot through any of the following methods:

1. **By Mail (Default Method)**

Through the mail to the mailing address on record with the State of Alaska Division of Elections. Ballots are mailed out to all registered voters 18 days before Election Day who have A/RG (Active Registered) or A/ID (Awaiting ID) status. Ballots are not forwarded by the postal service. Ballots are not mailed out to voters in any other status – they must obtain a ballot using one of the below methods.

2. **By Mail to an Alternative Address**

Any voter may choose to have their ballot mailed to an alternative address. They must fill out an application to do so. If the application is received 23 days before Election Day, then they will not receive an additional ballot from the initial bulk mail out (see above). If the application is received after that, election staff will process and send the ballot within three working days. Applications close 7 days prior to Election Day.

3. **In Person at a Vote Center**

Any voter may choose to go to a Vote Center to receive a ballot. Ballots must be voted in-person and cannot leave the building with the voter (exception below). Vote Centers open at least 15 days before Election Day and close at 8:00pm on Election Day.

4. **Ballot by Personal Representative**

A voter who is unable to go to the vote center due to age, illness, or disability may appoint a personal representative to obtain a ballot for them. The personal representative must sign the special needs register and fill out the special needs ballot oath and affidavit envelope before receiving the ballot.

5. By Fax

A voter may choose to receive a ballot by fax. They must fill out an application to do so and the application must be received by 5:00pm Alaska time the day before Election Day.

6. By Electronic Transmission

A voter may choose to receive a ballot by electronic transmission (email or Omniballot portal). They must fill out an application to do so and the application must be received by 5:00pm Alaska time the day before Election Day.