

CITY & BOROUGH OF JUNEAU

Elections Policies & Procedures

SECTION 3.11 Canvass Review Board

Effective Date: 8/26/2026

Pursuant to CBJ Code 29.07.005, these Election Policies and Rules of Procedure may not be amended within 40 days before an election through final certification of that election. These policies remain in effect until superseded by an updated version.

3.11 CANVASS REVIEW BOARD

The Canvass Review Board (CRB) consists of election workers who “audit” the election, collectively make final decisions, and ultimately sign-off on the integrity of the election (or not). Canvass Review Board members are typically selected for their extensive election experience with either the State of Alaska or the City and Borough of Juneau. Their authority is established under CBJ Code sections 29.07.190, 29.07.210, and 29.07.280.

All CRB members complete mandatory training for ballot processing center operations and sign both an oath of office and a confidentiality agreement. Optional training in signature review and vote center operations is offered.

CRB Procedures:

1. Review of Vote Center Ballot operations -- CRB members review ballot accountability forms, signature registers, ballot stubs, unvoted ballots and other materials from the Vote Centers.
2. Review of Ballot Processing Center operations -- CRB members review ballot stubs, temporary address applications, electronic transmission applications, facsimile ballots, unvoted ballots and other materials from the Ballot Processing Center operations.
3. Make Count/No Count decisions for:
 - a. Ballots challenged for any reason.
 - b. Ballots not previously reviewed but received prior to the completion of work by the CRB.
 - c. Ballots received after election day with incomplete, missing, or fuzzy postmark.
 - d. Any other ballot that was flagged for irregularities or requiring further review.

The Election Official casts the tie-breaking vote should the CRB have an even split on whether or not to count a ballot.

4. Finalize election results for Final Certification by the Election Official -- All ballots approved for counting are opened, scanned, and adjudicated, providing a final ballot result report.
5. Certification of the Election
 - a. In accordance with CBJ Code 29.07.290, if the Election Official concludes that the election was validly held, they shall certify the election. That includes the:
 - i. Number of votes cast in the election
 - ii. The offices voted for
 - iii. The propositions and questions voted upon
 - iv. The total number of votes counted in each race
 - b. The CRB signs off on the certification of the election