

CITY & BOROUGH OF JUNEAU

Elections Policies & Procedures

SECTION 3.6 Returning a Ballot

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 These policies remain in effect until superseded by an updated version.

3.6 RETURNING A BALLOT

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 return a ballot through any of the below methods:

1. **Through a secure ballot drop box.** CBJ has 5 drop boxes located around Juneau. They are at City Hall, the Douglas Public Library, AEL&P in Lemon Creek, the Mendenhall Valley Public Library, and the Statter Harbor Boat Launch parking lot. Ballot drop boxes are unlocked on or before the 18th day before Election Day. They are locked at 8:00pm on Election Day. No ballots found around the drop boxes after 8:00pm on Election Day will be counted.
 - a. Electronic ballots printed and received in a drop box **must** include their voter certification statement and signature to be counted.
 - b. Paper ballots **must** be in their return ballot envelope to be counted. Ballots without this envelope are considered “naked ballots” and will not be counted, even if an empty ballot envelope is found within the same drop box.
2. **Through United States Postal Service (USPS).** Ballots received on or before Election Day do not require a readable postmark. Ballots received after Election Day require a legible postmark of Election Day or earlier to be counted. Ballots with appropriate postmarks can be received until the certification of the Canvass Review Board, generally held 13-14 days after Election Day.
 - a. Electronic ballots printed and sent through USPS **must** include their voter certification statement and signature.
 - b. Paper ballots must be in their return ballot envelope.

3. **At a Vote Center.** Vote Centers are designed to help people who did not receive a ballot in the mail, need assistance or accessible voting methods, or prefer to vote in-person. Any registered voter may vote at a vote center. Any person not appearing as registered to vote may cast a questioned ballot at a vote center. See Election Policies and Procedures 3.7 for more information about vote centers.
4. **By fax or electronic transmission.** People who received their ballot by fax or electronic transmission may choose to return it by fax, email, or secure online portal. It must include their voter certification statement and signature to be counted.

Only one ballot may be accepted and counted for each voter. The election system automatically checks the unique barcode identifier on every ballot received against the voter's ballot record. This process identifies whether a ballot has already been received and accepted for that voter and prevents an additional ballot from being accepted and counted. This check is performed on every ballot received, regardless of how the ballot was issued or returned.

Knowingly voting more than once with the intent for multiple votes to be counted is a felony offense.