

CITY & BOROUGH OF JUNEAU

Elections Policies & Procedures

SECTION 3.7 Vote Centers

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 These policies remain in effect until superseded by an updated version.

3.7 VOTE CENTERS

CBJ elections are held by-mail, which means that polling places are not open on Election Day. Instead, Vote Centers are open to the public starting at least 15 days before Election Day and are open 7am-8pm on Election Day.

Vote Centers are designed for people who did not receive a ballot in the mail, people who need help or accommodations to vote, or people who prefer to vote in-person. Anyone may vote at a Vote Center.

ID requirements:

Voters must show an ID or be “Personally known” (PK) to an election worker. However, the identification requirement may not be waived for voters who are first-time voters who have not previously provided identification.

Acceptable IDs include: Voter ID card, State ID, Passport, Military ID, Alaska Driver’s License or permit, birth certificate, hunting or fishing license, senior citizen ID card, utility bill, tribal ID, or any other acceptable identification. “Personally known” means an election worker knows the voter’s first and last name and can positively identify them.

Voting methods:

Voters show their ID to the election worker, who looks them up in the election database and prints a barcode with their unique ballot ID. The voter then must sign and add a personal identifier to the return ballot envelope. The voter must also sign the register to receive a ballot. After voting, the voter places the ballot inside a secrecy sleeve, places both the sleeve and ballot into the return ballot envelope, and then deposits the sealed envelope into the secure ballot box.

A voter who does not have an ID and is not personally known, or is not found in the voter database, **MUST** vote a **questioned ballot**. They must fill out the questioned ballot envelope and sign the questioned ballot register. Their ballot goes inside the return ballot envelope, which then goes inside the questioned ballot envelope. This is deposited into the secure ballot box. A voter who needs to update their name, address, or other information **MAY** vote a questioned ballot. A copy of the questioned ballot envelope goes to the State of Alaska Division of Elections to register or update a voter's information.

If a voter makes a mistake, they may return their ballot to a vote center worker without having it examined. The worker will spoil the ballot by physically destroying it and placing it in a designated envelope. The worker will then issue the voter a new ballot. A voter may be issued up to two replacement ballots.

Alternatively, the voter does not wish to spoil the ballot, they may draw a line through the mistake, write "NO" next to it, and then fill in the oval next to their revised choice.

Special needs voting:

A voter who did not receive a ballot by mail and who is physically unable to vote at a Vote Center due to age, illness, or disability may send a **personal representative** to pick up and deliver a ballot to them. The personal representative must sign the special needs register and special needs ballot envelope. Then they receive the ballot, return envelope, and special needs ballot envelope. The voter must sign or make an "X" on the return envelope and the special needs ballot envelope. The personal representative can help write all other sections. The special needs envelope, containing the ballot and return ballot envelope, must be returned to a vote center or drop box by 8:00pm on Election Day. It can be returned to any location.

ICX Accessible voting tablet

Any voter may choose to use the ICX, an accessible voting tablet. The voter first shows their ID to an election worker, who prints a barcode. The voter signs and adds a personal identifier to the return ballot envelope. The voter must fill out the ICX register. The election worker assists the voter with accessing the ICX, where the voter makes their selections. When voting is complete, the ICX prints their completed ballot. The voter places the ballot in the return ballot envelope, which is then deposited in the secure ballot box.

Ballot accountability

The Vote Center Lead worker signs and verifies the number of ballots received to the location from the Election Official. Each ballot has a unique stub number. Election workers keep all ballot stubs. Election workers fill out a daily accountability log that compares the

number of signatures in the register to the number of ballots used, accounting for spoiled ballots and ICX ballots. Election workers also fill out a final accountability log.

Security

All ballots and other sensitive election materials are locked in a controlled space every evening after the Vote Center closes. At the end of each day, all voted ballot envelopes are counted and logged on the daily ballot accountability sheet, then secured in a bag with a unique security seal number, which is also logged. The ballots are picked up by the Ballot Drop Box Team, which logs the security seal number and transports the ballots to the Ballot Processing Center.

Vote Centers will have a minimum of two workers present at all times.