

# Incorporation Election of the Proposed Second Class City of Edna Bay

September 16, 2014

## Candidate information for City Council

Candidate Filing Deadline is 5:00 p.m. July 22, 2014

### How do you file for office?

Nominations for city council members are made by petition. If you want your name placed on the ballot for city council you must:

<p><b>1. Gather signatures and residence addresses of at least 10 registered voters in the proposed area who support your candidacy.</b></p> <ul style="list-style-type: none"><li>❖ Fill in your name and address at the top of each subscribers' page.</li><li>❖ <u>Each signer MUST provide their signature, residence address, city and date they signed.</u> Petition signers should also print their name and provide at least one identifier such as: Last 4 digits of SSN, AK Driver's License No., AK State ID No., AK Voter No., or Date of Birth. <i>(Failure to provide the printed name and identifier of the subscriber on the signature page may result in the division's inability to clearly identify and process the individual's subscription to the petition.)</i></li><li>❖ It is important that each signer provides a full and descriptive residence address, such as "Lot 9 Block 3, Edna Bay, AK" so that it can be determined if the voter is registered within the proposed city limits.</li><li>❖ It is important to gather more than the required number of signatures in case there are signatures that cannot be qualified.</li></ul>
<p><b>2. Complete the Nominating Petition Form.</b> Fill out all sections on the attached Nominating Petition Form. Sign and date the form and provide at least one identifier.</p>
<p><b>3. Complete the Public Officials Financial Disclosure Statement (POFD).</b> All candidates must file a current Public Officials Financial Disclosure Statement at the time they file for office with the Division of Elections. POFDs can be filed by paper or electronically. Contact the Alaska Public Offices Commission (APOC) for a paper POFD or print a copy of the form from the Division of Elections website. For instructions on how to file your POFD electronically, read through the attached pages from APOC. If you file your POFD electronically, <b>please print a copy of your electronic POFD to include with your candidacy filing.</b> If you have questions or need more information about the POFD, please contact APOC at: (907) 276-4176 or <a href="http://www.doa.alaska.gov/apoc/">www.doa.alaska.gov/apoc/</a>.</p>
<p><b>4. Completed filing MUST include the following:</b></p> <ol style="list-style-type: none"><li>1. Subscribers' Page(s)</li><li>2. Completed Nomination Petition Form</li><li>3. Completed Public Officials Financial Disclosure Statement (by paper or copy of electronic filing)</li></ol>
<p><b>5. Submit all filing materials to the Division of Elections.</b> You may return your completed filing materials by mail, in person or by fax.</p> <p><b>Returned By Mail:</b> Completed materials returned by mail must be postmarked no later than 5:00p.m. on July 22, 2014 and received in our office by July 29, 2014. <b>Mail to: Division of Elections, PO Box 110017, Juneau, AK 99811-0017</b></p> <p><b>Returned In Person:</b> Completed materials returned in person must be hand delivered to one of our Regional offices no later than 5:00 p.m. on July 22, 2014.</p> <p><b>Returned By Fax:</b> Completed materials returned by fax must be received by fax in our office no later than 5:00 p.m. on July 22, 2014. The originals must be postmarked by 5:00 p.m. on July 22, 2014 and physically received in our office by July 29, 2014. <b>Fax number: (907) 465-3203</b></p>

**Incorporation Election of the Proposed Second Class City of Edna Bay  
Candidate for City Council Member**

**Candidacy paperwork MUST be received no later than 5:00 p.m. on July 22, 2014**

If you have questions about becoming a candidate, you may contact the Region I Elections Office at (907) 465-3021.

**GENERAL INFORMATION**

I, \_\_\_\_\_, request that my name be placed on the September 16, 2014 ballot for the office of City Council Member of the proposed City of Edna Bay.

**RESIDENCY INFORMATION**

My current Alaska residence address is: \_\_\_\_\_  
House # Street Name City

My mailing address: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Mailing Address) (City) (State) (Zip)

I have been a resident of the area within the proposed City of Edna Bay since  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

**FOR CORRESPONDENCE AND THE DIVISION OF ELECTIONS' WEB SITE:**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Official Candidate Mailing Address) (City) (State) (Zip) (Phone)

**I REQUEST THAT MY NAME APPEAR ON THE BALLOT IN THE FOLLOWING MANNER:**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Last Name) (First Name) (MI) (\*Nickname and/or Suffix)

\*The Director of Elections may not include on the ballot as part of candidate's name, any honorary or assumed title or prefix but may include in the candidate's name any nickname or familiar form of a proper name of the candidate. [AS 15.15.030(4)]

**CERTIFICATION**

I, the undersigned, certify that I am a qualified voter under the provisions of the Alaska Statutes and reside within the boundaries of the proposed City of Edna Bay. I will serve if elected. My Public Official's Financial Disclosure Statement (POFDS) is enclosed.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Candidate Identifier**

Provide ONE: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Last 4 digits of SSN, ADL #, Voter #, AK ID # or DOB) (Home Phone) (Work Phone)

**Please attach all subscribers' pages (signature pages) to this form. The Division of Elections MUST receive this form, all signature pages and POFDS by 5:00 p.m., Tuesday, July 22, 2014.**

**Privacy Disclaimer:** Unless otherwise made confidential or protected from disclosure by law, information provided on this form may be subject to disclosure under the Alaska Public Records Act (AS 40.25.100—40.25.295). Failure to provide requested personal information may result in the Division's inability to process relevant portions of this form. Requested information will be used only for purposes directly associated with the processing of this form. For information on how to challenge the accuracy or completeness of personal information maintained by the Division, please send the Division a written request that the personal information be changed. The request must comply with AS 40.25.310 and be sent to the Division of Elections at the following address: Division of Elections, Director's Office, PO Box 110017, Juneau, AK 99811-0017.

**DIVISION OF ELECTIONS - OFFICE USE ONLY**

Number of signature pages attached \_\_\_\_\_ Approximate Number of signatures \_\_\_\_\_

Place of filing: DO RI RII MAT-SU RIII RIV Received by: MAIL IN PERSON BY FAX

Processed by: \_\_\_\_\_ (Rev 06/18/2014)

**STATE OF ALASKA SUBSCRIBERS' PAGE**  
**CANDIDATE FOR CITY COUNCIL MEMBER: PROPOSED SECOND CLASS CITY OF EDNA BAY**

**CANDIDATE NAME:** \_\_\_\_\_, certify that I am a qualified voter under the provisions of the Alaska Statutes and reside within the boundaries of the proposed City of Edna Bay.

**CANDIDATE ADDRESS:** \_\_\_\_\_ **OFFICE:** EDNA BAY CITY COUNCIL

We the undersigned, pursuant to AS 29.05.120, declare that we are qualified voters residing within the boundaries of the proposed City of Edna Bay and we request that this candidate's name be placed on the September 16, 2014 ballot.

	<b>PRINTED NAME</b> <i>(PLEASE PRINT CLEARLY)</i> <b>*PLEASE PROVIDE*</b>	<b>ALASKA RESIDENCE ADDRESS</b> <b>(MUST PROVIDE)</b> <i>(i.e., house number &amp; street name or mile post &amp; road name.)</i>	<b>CITY</b> <b>(MUST PROVIDE)</b>	<b>IDENTIFIER:</b> <i>(Last 4 SSN, Voter #, DOB, ADL # or AK State ID #)</i> <b>*PLEASE PROVIDE*</b>	<b>SIGNATURE</b> <b>(MUST PROVIDE)</b>	<b>DATE SIGNED</b> <b>(MUST PROVIDE)</b>
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\*NOTE: Please attach all Signature pages to the "Nominating Petition" form. (In order for the Division to clearly identify subscribers, please provide all information listed above. Failure to do so may result in the Divisions inability to identify and process the individual's subscription to the petition.)

## IMPORTANT INFORMATION ABOUT EDNA BAY AND THE APOC POFD

Edna Bay is seeking to incorporate as a second class city. The election is run by the state and its candidates will need to file a Public Official Financial Disclosure with the Alaska Public Offices Commission. If incorporation passes, opting-out of the POFD requirement may be put to a vote by the people.

The POFD: All Edna Bay municipal candidates seeking the following offices will need to file a POFD: borough or city mayor, borough assembly member, city councilmember, school board member, elected utility board member, city or borough manager, members of a city or borough planning or zoning commission (AS 39.50.200 (10)). Municipal Officers are also subject to other POFD requirements, such as Annual, Initial and Final POFDs.

Filing the POFD: Please see the attachment "Creating a POFD" for instructions on filing electronically via myAlaska. APOC encourages electronic filing because of easier access, saving paper, legibility, and copy features which allow the user to duplicate their information for future filings. Because Edna Bay has a population of less than 15,000, its candidates may file a paper POFD. Contact APOC for a paper POFD (see APOC contact information below).

Opting Out of the POFD: After incorporation, Edna Bay may choose to put the APOC POFD opting-out question on a ballot to be voted on at a regular or special election. Please contact APOC for more information after incorporation.

Other APOC filing requirements?: Because Edna Bay has a population of less than 1,000 its municipal officers are not subject to Campaign Candidate requirements (AS 15.13.010 (2)).

### Contact APOC for assistance

Alaska Public Offices Commission  
2221 E. Northern Lights Blvd., Rm. 128  
Anchorage, Alaska 99508-4149  
Phone: (907) 276-4176  
Fax (907) 276-7018  
General email: [apoc@alaska.gov](mailto:apoc@alaska.gov)

POFD Coordinator: July Lam [july.lam@alaska.gov](mailto:july.lam@alaska.gov)

## **(C) Instructions for Creating an electronic POFD**

**1.** Login to MyAlaska.

-Beside the first icon (a Star) you will see: Services

**2.** View Your Services (SELECT THIS ONE)

-Now, beside the second icon (blue globe) you should see: Services for Individuals

**3.** APOC - Disclosure Forms (SELECT THIS ONE)

-Under Currently Available Forms you should see:

If you are a:

- Public Official
- Candidate
- Member of a State Board or Commission
- Legislator

**4.** Who is required to file a Financial Disclosure form under AS 39.50 or AS 24.60, you may do so by clicking HERE (SELECT THIS ONE BY CLICKING ON THE HERE)

-You should see:

**Before starting your first electronic filing** (Please read the information under this)

**5.** Click here to start a blank POFD/LFD filing (SELECT THIS ONE)

**6.** Read the instructions and select **Start**.

Tips: If you cannot move to the next page look for an error message in red at the bottom.

Until you go to page 19 and certify/submit your POFD, it will show as INCOMPLETE.

The program times out after 20 minutes of inactivity.