



## KETCHIKAN GATEWAY BOROUGH 2011 REGULAR MUNICIPAL ELECTION

### FAQ'S: FILING FOR OFFICE

*Kacie Paxton, MMC, Borough Clerk*

#### What is Filing for Office?

Simply put, filing for Borough office means gathering signatures and completing and submitting the forms to place your name on the ballot for either an Assembly member seat or a School Board member seat.

#### Who May File?

To qualify as a candidate for Borough Assembly, a citizen must have resided in the Borough for one year prior to the election date, and must be a Borough registered voter 30 days prior to the election. To qualify as a candidate for School Board, a citizen must be a Borough registered voter 30 days prior to the election.

#### What to File?

Candidates must fill out the declaration of candidacy and have it notarized; obtain the signatures of at least ten (10) Borough registered voters, and complete and submit the 2011 APOC Public Official Financial Disclosure Statement. These forms must be submitted together to the Borough Clerk's office between August 1 and August 25, 2011.

#### What are we filing for?

**Borough Mayor** - (1) seat for a three-year term

**Borough Assembly** - (3) seats for three-year terms

**Borough School Board** - (2) seats for three-year terms

**Borough Charter Commission** - (7) seats for term of Commission\*

\* The following ballot proposition will be presented to the voters only if at least seven qualified candidates file for commission seats between August 1 and 25, 2011:

"Shall a charter commission be elected to prepare a proposed charter for the Ketchikan Gateway Borough?  
YES \_\_\_ NO \_\_\_ "

#### When to File?

Filing for Borough offices is available from August 2 through August 25 in the Borough Clerk's office. Filing forms are available at the Borough Clerk's office and on the Borough website at:

[http://www.kgbak.us/clerks/election\\_information.htm](http://www.kgbak.us/clerks/election_information.htm)

#### Are there rules for campaigning?

The State of Alaska Public Offices Commission (APOC) has established rules for campaign disclosure. Those forms must be filed directly to APOC by the candidate. Campaign forms are available at [www.apoc.alaska.gov](http://www.apoc.alaska.gov)

Alaska law prohibits the placement of outdoor advertising along state highways unless certain exceptions are met. See Alaska Statutes 19.25.105 at <http://www.legis.state.ak.us/basis/folio.asp>

In addition, there are rules regarding placement of political and campaign signs on buildings within the Borough. See KGB Code 60.10.090 (A)(9) at <http://216.67.0.20/weblink8/0/doc/1772/Page1.aspx>

#### What to expect in office

Be willing to make the time and effort commitment to keep informed of the issues facing the Borough. To follow are the candidate information sheets for the Borough Mayor, Assembly and School Board:

## **ELECTION 2011**

# **CANDIDATE INFORMATION SHEET**

### **KETCHIKAN GATEWAY BOROUGH MAYOR**

#### **GENERAL**

The Borough Mayor is elected by the qualified voters of the Ketchikan Gateway Borough for a three year term. The Borough Mayor is the presiding officer of the Assembly and does not vote unless it is necessary to break a tie. The Borough Mayor also may veto certain items passed by the Assembly, but the Assembly may override the veto with a 2/3 vote. At the first regular meeting in November an organizational meeting is held at which a vice mayor is selected from Assemblymembers by the Borough Mayor, subject to Assembly approval. Appointments of Assemblymembers to standing committees and other organizations are also made at that time.

The Borough Mayor is required by Alaska Statutes to file an annual *Public Official Financial Disclosure Statement*.

The Borough Mayor signs ordinances, acts as the ceremonial head of the Borough, and sign documents on the Borough's behalf upon Assembly authorization.

#### **MEETINGS**

##### *Regular Meetings, Special Meetings, Work Sessions*

The Assembly meets twice a month at regular meetings which are scheduled on the first and third Mondays of each month beginning at 5:30 p.m. Regular meetings follow a prescribed agenda and Roberts Rules of Order are followed. Special meetings may be called to deal with items of immediate concern and work sessions are also held when necessary.

##### *Board of Adjustment*

The Assembly acts as the Board of Adjustment for the purpose of hearing appeals from decisions of the Planning Commission on request for conditional uses, variances and administrative decisions of borough employees made in the enforcement, administration or application of land use regulations. Meetings of the Board of Adjustment are called throughout the year on an as-needed basis.

##### *Budget*

During the months of May and June special meetings are held by the Assembly to deal with the preparation of the budget for the upcoming fiscal year (July 1 - June 30).

#### **REIMBURSEMENT**

The Borough Mayor receives a salary of \$500 per month. In addition, a stipend of \$75 is paid for each meeting of the Assembly attended by the Borough Mayor, howsoever designated. The Borough Mayor receives an allowance for meals when traveling on Borough business and the Borough pays for hotels and airfare.

# **ELECTION 2011**

## **CANDIDATE INFORMATION SHEET**

### **KETCHIKAN GATEWAY BOROUGH ASSEMBLYMEMBERS**

#### **GENERAL**

Assemblymembers are elected at-large by the qualified voters of the Ketchikan Gateway Borough for three year terms. The Assembly consists of seven members. The presiding officer of the Assembly is the Borough Mayor who does not vote unless it is necessary to break a tie vote. At the first regular meeting in November an organizational meeting is held at which a vice mayor is selected from Assemblymembers by the Borough Mayor, subject to Assembly approval. Appointments of Assemblymembers to standing committees and other organizations are also made at that time.

Assemblymembers are required by Alaska Statutes to file an annual *Public Official Financial Disclosure Statement*.

The Assembly is the legislative body of the Borough and is responsible for the appointment of the Borough Manager, Borough Attorney, and Borough Clerk. All other employees of the Borough work for those individuals.

#### **MEETINGS**

##### *Regular Meetings, Special Meetings, Work Sessions*

The Assembly meets twice a month at regular meetings which are scheduled on the first and third Mondays of each month beginning at 5:30 p.m. Regular meetings follow a prescribed agenda and Roberts Rules of Order are followed. Special meetings may be called to deal with items of immediate concern and work sessions are also held when necessary.

##### *Board of Equalization*

The Assembly acts as the Board of Equalization for the purpose of hearing appeals from a determination of the assessor. Meetings for this purpose are generally held during the months of March, April and May of each year.

##### *Board of Adjustment*

The Assembly acts as the Board of Adjustment for the purpose of hearing appeals from decisions of the Planning Commission on request for conditional uses, variances and administrative decisions of borough employees made in the enforcement, administration or application of land use regulations. Meetings of the Board of Adjustment are called throughout the year on an as-needed basis.

##### *Budget*

During the months of May and June special meetings are held by the Assembly to deal with the preparation of the budget for the upcoming fiscal year (July 1 - June 30).

#### **REIMBURSEMENT**

Each Assemblymember receives a salary of \$150 per month. In addition, they also receive \$75 for each meeting of the Assembly, howsoever designated, that they attend. Assemblymembers receive an allowance for meals when traveling on Borough business and the Borough pays for hotels and airfare.

## ***ELECTION 2011***

### **CANDIDATE INFORMATION SHEET**

#### **KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION**

##### **GENERAL**

School Board members are elected for three year terms unless they are filling out the term of a prior school board member. Any person eligible to be a voter in the district is eligible for Board membership. The School Board consists of seven members. (In addition, a student Board member sits on the Board and may cast an advisory vote.)

Within seven days of the certification of the municipal election, the Board meets to elect a president, vice president and clerk/treasurer.

The Board is responsible for the general control and direction of education in the district. The Superintendent serves as the chief executive officer of the Board. The Board delegates the Superintendent the authority to carry out Board decisions.

Board members are required by Alaska Statutes to file an annual *Public Official Financial Disclosure Statement*.

##### **MEETINGS**

###### *Regular, Work Sessions, Committee*

The School Board meets twice monthly at regular meetings scheduled on the second and fourth Wednesdays beginning at 6:00 p.m. During the months of June, July, November and December, only one regular meeting is held. Special meetings of the Board may be called by the presiding officer or a majority of Board members.

###### *Work Sessions*

During the annual budget preparation in March and April, budget hearings and work sessions are scheduled in addition to the regular meetings. From time to time, work sessions may also be scheduled for special topics.

###### *Committees*

There are several standing committees to which Board members are appointed. The committees meet as needed. In addition, Board members may be appointed to curriculum committees or other advisory committee.

##### **STIPEND**

Each Board member receives a monthly stipend. The individual serving as Board president receives an additional amount for that responsibility