

Haines Borough

Filing for Office
Assembly, School Board
or Planning Commission
2024



Office of the Borough Clerk
131 Third Avenue S., Haines, AK 99827
PO Box 1209, Haines, AK 99827
Telephone: 766-6402 Fax: 766-2716

This packet contains information and forms to be used for filing for the borough mayor, assembly, school board or planning commission. The following offices are up for election:

*Assembly Seat A – Three year term
*Assembly Seat D – Three year term
School Board Seat A – Three year term
School Board Seat F – Three year term
School Board Seat G – Two year term

*Planning Commission Seat A- Three year term
*Planning Commission Seat D- Three year term

***Note: Where there are terms of different lengths, the candidates with the highest number of votes will be elected to the longest terms.**

HAINES BOROUGH

OFFICE OF THE CLERK

Instructions for Candidates

The following forms must be filed with the Office of the Borough Clerk, Borough Administration Building, 103 Third Avenue S., Haines, Alaska.

Filing period is August 1 through August 20:

☐ **Declaration of Candidacy**

Office being sought must be identified; specify assembly, school board or planning commission. This form must be notarized. Notaries are available at the Borough Clerk's Office. Questions? Call the Clerk's Office at 766-6402.

☐ **Nominating Petition**

The candidate must print his/her name in the blank line in the first paragraph, identify the office being sought, and sign the document under the **Statement of Candidate** section before circulating the petition. The person circulating the petition, whether it is the candidate or someone else, must print their name on the first blank line in the affidavit and sign in the presence of a notary. Signers not registered as voters in the Haines Borough will be disqualified. Signer eligibility will be checked when the completed form is brought in to the Clerk's Office. Please be sure the printed name of each signer is legible. A minimum of ten valid signatures must be obtained for the petition to be successful. It is a good idea to bring your petition in early and to get two or three extra signatures in case a signer must be disqualified.

☐ **2024 Financial Disclosure Statement
(reporting 2023 Income)**

ALL CANDIDATES must file this form, except for incumbents who have already filed a 2023 statement. This is a local form required by HBC 2.06.035. The completed form must be submitted with your Declaration of Candidacy. An electronic, fillable version is available on the borough's website. Hard copies are available upon request. Any questions about this form can be directed to the Clerk's Office.

☐ **Certification of Submission to Alaska
Public Offices Commission (APOC)**

ALL CANDIDATES must file a state APOC form. For most of you (not planning to raise/spend more than \$5,000 on your election), you must complete the following form: http://doa.alaska.gov/apoc/forms/candidate_exemption_10.pdf and return it through the APOC Forms Online Filing System (<https://my.alaska.gov/>). **This form is required by the state and does not need to be submitted to the Clerk's Office.** Depending on your particular campaign plans, there may be additional forms to submit. Failure to comply may result in fines by the Alaska Public Offices Commission. Any questions regarding the required campaign form(s) should be directed to APOC at (907) 276-4176 or toll-free (800) 478-4176. **Proof of Submission of APOC Forms must be submitted to the Clerk's Office.**

Withdrawal Form

This is an optional form to be used only, if needed. If you would like to withdraw from candidacy after being certified as a candidate, the notarized form must be returned by 5:00 pm August 23 to the Clerk's Office.



HAINES BOROUGH Declaration of Candidacy

☐ Borough Assembly ☐ School Board ☐ Planning Commission

I hereby declare my candidacy for the office as identified above (check only one) and agree to serve, if elected, for a term expiring upon certification of the term-end election and until my successor is sworn in. I do hereby swear (affirm) that:

I am a resident of the Haines Borough, Alaska, and have been continuously for at least one year immediately preceding the October 1, 2024 Election. I am a qualified Haines Borough voter and am not disqualified from voting under Article V of the State Constitution. I request that my name be printed on the official ballot for the Borough election to be held in the Haines Borough, Alaska, on the 1st day of October in the year 2024.

It is further understood that I may withdraw my declaration of candidacy no later than 5:00 p.m. on August 23, 2024, by submitting the candidate withdrawal request to the Borough Clerk. The following information may also appear on the Haines Borough website.

Candidate's full name (print)

Printed Name as it should appear on Ballot

Residence/Street Address, City, St, ZIP

Home phone

Cell phone

Mailing Address, City, State, ZIP

Office phone

Fax Number

Email Address

Personal Website, Blog, etc. [optional]

I hereby swear (or affirm) that the above declaration and all statements contained therein are true and correct.

Signature of Candidate

SUBSCRIBED AND SWORN to before me this _____ day of _____, in the year 2024.

Clerk's Office: Received

Date/Time: _____

From: _____

Received By: _____

Notary Public in and for Alaska

My Commission expires: _____

HAINES BOROUGH

PETITION TO NOMINATE CANDIDATE FOR ELECTIVE OFFICE OF THE HAINES BOROUGH IN THE STATE OF ALASKA, DISTRICT 3, PRECINCTS 330 and 335

We, the undersigned **QUALIFIED VOTERS OF THE HAINES BOROUGH**, in the State of Alaska, hereby nominate and sponsor _____, who resides in the Haines Borough and who claims to be a qualified voter, for the office of _____, and ask that the nominee's name be placed on the October 1, 2024 General election ballot.

We individually certify that we are qualified to vote in the named election.

SIGNATURE

PRINTED NAME

STATEMENT OF CANDIDATE

I hereby consent to serve in the above office and will accept said nomination.

Signature of Candidate

AFFIDAVIT

STATE OF ALASKA)
FIRST JUDICIAL DISTRICT)

I, _____, hereby swear that each signature to the foregoing nominating petition **was signed in my presence** and is the genuine signature of the person whose name it purports to be.

Signature of Person Circulating Petition: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2024.

Notary Public for Alaska

My Commission Expires: _____

****YOU MUST FILE DIRECTLY WITH APOC**
(Go to MyAlaska; APOC Disclosure Forms under Services for Individuals;
sign in; Candidate Forms; then

Choose: Municipal/Judicial Exemption (if spending \$5,000 or less on election) or
Candidate Registration Form (if spending more than \$5,000 on election) **

Haines Borough
Proof of Submission to
Alaska Public Offices Commission (APOC)

I, _____ (name), candidate for Haines Borough
_____ (office seeking) at the October 1, 2024 Regular Election, hereby
certify that on _____ (date) I filed the following documents with the Alaska
Public Offices Commission (APOC):

☐ For Candidates who do NOT intend to spend more than \$5,000 on his/her election:

Municipal Exemption Statement: May be filed by *municipal* candidates that do not intend to exceed \$5,000 in campaign activity, including any personal funds that they may use. As long as they remain under the \$5,000 threshold, this is the only form they are required to file with APOC. Although exempt candidates do not file campaign disclosure reports, they are still subject to the laws that apply to candidates, including the requirement that ads, yard signs, and other campaign materials include "paid for by" identifiers as required under AS 15.13.090 and 2 AAC 50.306. If an exempt candidate exceeds \$5,000 in financial activity they must immediately file a Candidate Registration and file each report due after the change in status, disclosing all activity from the beginning of the campaign on their first report. AS 15.13.040(g); 2 AAC 50.286.

OR

☐ For Candidates intending to spend more than \$5,000 on his/her election:

Candidate Registration: Must be filed **within 7 days** after filing the Declaration of Candidacy with the Municipal Clerk's Office. The registration provides your campaign contact information, designates your campaign committee, and your campaign depository. Candidates may amend registrations as needed. **Until a candidate files their registration, designating a Treasurer or Deputy Treasurers, only the candidate may accept/expend campaign funds.**

I hereby swear (or affirm) that the above declaration and all statements contained therein are true and correct.

Candidate Signature

Haines Borough
Candidate Withdrawal Request

(Must be received by Clerk's Office by 5:00 pm August 23, 2024)

I, _____, hereby withdraw my candidacy for
_____ from the Haines Borough October 1, 2024
Regular Election ballot.

Candidate Signature

This certifies that on the _____ day of _____, 2024, before me, the undersigned Notary Public in and for the State of Alaska, duly sworn and commissioned as such, personally appeared _____ known to me and known to be the individual who executed the foregoing instrument, and he/she acknowledged to me that he/she signed the same freely and voluntarily for the uses and purposes therein contained.

Witness my hand and official seal the date and year first above written.

Notary Public for the State of Alaska
My Commission expires: _____