

**KETCHIKAN GATEWAY BOROUGH**  
**2023 DECLARATION OF CANDIDACY and**  
**NOMINATING PETITION**  
**Assembly Member 3-Year Term**

Full Name \_\_\_\_\_

Residence Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Name as you want it printed on the ballot: \_\_\_\_\_

*Must include proper first and last name. May include any nickname or familiar form of a proper name. May not include any honorary or assumed title or prefix.*

**DECLARATION OF CANDIDACY**

I declare myself a candidate for Borough Assembly Member for a three-year term. I request that my name be placed on the ballot for the October 3, 2023, Regular Borough Election.

I am a registered voter of the State of Alaska and qualified to vote in local elections as defined in the Ketchikan Gateway Borough Code of Ordinances, Title 5, Elections. I will have resided within the Ketchikan Gateway Borough for at least one (1) year preceding the October 3, 2023, Regular Election. I will serve in the office of Borough Assembly Member if elected.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
NOTARY PUBLIC FOR ALASKA

My Commission Expires: \_\_\_\_\_

[seal]



AT LEAST TEN (10) QUALIFIED VOTERS OF THE KETCHIKAN GATEWAY BOROUGH MUST SIGN THIS PETITION. CANDIDATES MAY SUBMIT FILING FORMS TO THE OFFICE OF THE BOROUGH CLERK BEGINNING AUGUST 1, 2023, UNTIL 5:00 P.M. ON AUGUST 25, 2023.

NOMINATING PETITION FOR: \_\_\_\_\_

<b>Signature</b>	<b>Clearly Print Your Name</b>	<b>Residence Address</b>	<b>Identifier<sup>1</sup></b>
1			
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16			

<sup>1</sup> For identification purposes only. Use Voter Number, Alaska Driver's License No., Last four digits of your Social Security Number or Birth Date

# ***ELECTION 2023***

## **CANDIDATE INFORMATION SHEET**

### **KETCHIKAN GATEWAY BOROUGH ASSEMBLY MEMBERS**

#### **GENERAL**

Assembly members 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 Assembly members by the Borough Mayor, subject to Assembly approval. Appointments of Assembly members to standing committees and other organizations are also made at that time.

Assembly members 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. Additional duties and responsibilities of the Assembly are provided in KGBC Chapters 2.10-2.30, accessible through the Borough website at [www.kgbak.us](http://www.kgbak.us)

#### **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 requests 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).

#### **STIPEND**

Each Assembly member receives a salary of \$350 per month. In addition, they also receive \$150 for each meeting of the Assembly, howsoever designated, that they attend. Assembly members receive an allowance for meals when traveling on Borough business and the Borough pays for hotels and airfare.