

Application for Initiative or Referendum Petition

- The information contained in this packet summarizes the process for the people to propose and enact laws, or refer or remove them, by placing a question before the voters. The information provided should not be construed as legal advice. Nothing in the packet should be considered a substitute for reading current, applicable provisions of law in their entirety.
- To begin the process, the application on page 4 must be submitted to the City Clerk's Office.
- The application must be signed by at least 10 voters of the City who will sponsor the petition. Only sponsors can circulate the petition for signatures.
- The application must contain the name and mailing address of a primary and alternate contact to whom all correspondence relating to the petition will be sent.
- The full text of the ordinance to be initiated or a copy of the ordinance to be referred must accompany the application.
- Submit the completed application to:
City of Wasilla
City Clerk's Office
290 E Herning Avenue
Wasilla, AK 99654

City of Wasilla

Initiative or Referendum Petition Process Generally

Application. Apply for an initiative or referendum petition by submitting a completed application accompanied by the ordinance to be initiated or a copy of the ordinance to be referred to the Wasilla City Clerk's Office, 290 E Herning Avenue, Wasilla, Alaska 99654.

Certification of Application. Within two weeks after the application has been filed, the city clerk (clerk) will certify the application if it is in proper form and meets the following requirements:

- The initiative shall not be used to dedicate revenues, make or repeal appropriations, create courts, define the jurisdiction of courts or prescribe their rules, or enact local or special legislation. (AS 29.26.100)
- The initiative includes only a single subject; relates to a legislative rather than to an administrative matter; and would be enforceable as a matter of law. (AS 29.26.110)
- The referendum shall not be applied to dedications of revenue, to appropriations, to local or special legislation, or to laws necessary for the immediate preservation of the public peace, health, or safety. (AS 29.26.100)

Petition Issuance (Roles and Responsibilities).

- If the application is certified, the clerk will notify the contacts that the application is certified. Also included will be information on how many signatures are required, when the petition is due, and how sponsors can obtain petition books.
- The contacts are responsible for informing the sponsors that the petition is available from the Clerk's Office. The petition may be mailed to a sponsor upon request.
- The sponsor who circulates the petition must be the same sponsor to whom the petition book was issued.
- An additional sponsor may be added before the petition is filed by providing the name, signature, residence address, and identifier of the added sponsor, to the Clerk's Office.

Signature Gathering /Filing the Petition/Petition Certification.

- The petition must be signed by the number of voters based on the number of votes cast in the last regular election (15 percent of the votes cast in the last regular election).
- Signatures must be secured within 90 days and affixed in the presence of the sponsor.
- Instructions on obtaining signatures will be provided with the petition.
- The petition books must be returned to the contact who shall file them as a single instrument with the Clerk's Office. In other words, sponsors do not return individual petition books to the Clerk's Office.
- It is the responsibility of the contacts, to coordinate with the sponsors, the return of the petition books.
- After the petition has been filed, the clerk has 10 days to certify whether it is sufficient.
- A petition that is insufficient may be supplemented with additional signatures obtained and filed within 10 days after the date on which the petition was rejected.
- A signer may withdraw their signature in writing before the clerk certifies the petition.
- A new petition on substantially the same matter may not be filed sooner than six months after a petition is rejected as insufficient.

Effects of Certified Petition.

- The clerk will submit the matter to the voters at the next regular election, or if already scheduled, at a special election occurring no sooner than 60 days after certification of the petition.

Please refer to AS 29.26.100 – 190 for more information about the Initiative and Referendum process.

Application for Initiative or Referendum Petition

(This document is subject to public disclosure unless otherwise noted)

Petition Sponsors. Consistent with AS 29.26.110, at least 10 registered voters of the City must be listed as sponsors:

	Signature	Printed Name	Residence Address	Identifier (DOB, Voter No., Last 4 of SS No.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Contacts. Consistent with AS 29.26.110, all correspondence relating to this petition shall be sent to:

	Printed Name:	Mailing Address:	Phone:	Email:
Primary Contact:				
Alternate Contact:				

¹ Signatures and identifiers are not subject to public disclosure. The identifier is used to verify status as a registered voter of the City of Wasilla. (AS 29.26.110).