



Dear Council Member Candidate,

Thank you for your interest in serving on the Houston City Council. The Regular City Election is **Tuesday, October 6, 2026**.

Filing Period: will be open from July 1, through July 15, 2026.

Qualifications:

- A. Any person is eligible for City office if he or she is a qualified voter of the City and meets state and City requirements for the office.
- B. Candidates for City Council Seats shall reside in the City and meet the requirements of HMC 2.04.040
- C. Candidates must provide proof that they are eligible, or will be eligible by the date of the election, to be recognized as a candidate for any election. (HMC 3.13.010)

Filing Fee:

When filing a Declaration of Candidacy form with the City Clerk, a \$25 non-refundable fee, payable in cash, certified check or credit card, is required unless an application showing proof of indigence has been submitted and approved waiving the filing fee.

Packet:

If the City Clerk finds your declaration to be insufficient, I will attempt to contact you by phone and return the Declaration of Candidacy to you. Provided the filing period is open, you may correct the deficiency and resubmit your declaration to my office. Declarations of Candidacy which are found to be insufficient will not be accepted after the close of the filing period on **Wednesday, July 15, 2026, at 5 p.m.** After the filing period has closed, no declaration may be amended or corrected; so please use care when completing your paperwork.

The City Clerk has four business days to complete a thorough review and certify your declaration. Once your Declaration of Candidacy is certified, you will receive written notification.

Please contact me if you have any questions,

Tani Schoneman CMC, City Clerk



**CITY OF HOUSTON
DECLARATION OF CANDIDACY**

Candidate's Full Name

Residence Address (street address)

Mailing Address

City, State, Zip Code

City, State, Zip Code

_____/_____/_____/_____
Home Phone Cell Phone Work Phone Email Address

How long have you lived at the above residence address? _____ years _____ months

I request that my name be printed and appear on the ballot for the City of Houston Regular Election to be held on October 7, 2025, in the following manner (Subject to approval by the City Clerk under State & Local Law):

_____, _____, _____, "_____"
Last Name First Name MI Nickname and/or suffix

Furthermore, I hereby declare my candidacy for the office of (choose only one):

- City Council, Seat A three-year term ending October 2029
- City Council, Seat B three-year term ending October 2029

CERTIFICATION

I certify, under penalty of perjury, that the information provided on this Declaration of Candidacy is true and accurate. I do hereby swear (affirm) that:

- I am a qualified voter of the State of Alaska and the City of Houston as set forth in HMC 3.13.010;
- I have been a city resident or a resident of territory annexed to the city for one year immediately prior to the election;
- I meet, or shall meet, as required by the law, the specific requirements of the office I am seeking;
- I make this declaration and will serve this office if elected.

Candidate's Signature/Date

STATE OF ALASKA)
Third Judicial District)
ACKNOWLEDGED this _____ day of _____,
2025.

Notary Public in and for Alaska
Commission expires: _____

Clerk's Office Use only Date and Hour of Filing: _____	ID Verified <input type="checkbox"/> District/Precinct: _____ Registration Address: <input type="checkbox"/> ok City Resident 1 year: <input type="checkbox"/> yes <input type="checkbox"/> no DOE Confirmation: _____	4-day Review: Accepted: <input type="checkbox"/> Rejected: <input type="checkbox"/> Date Letter to Notify sent: _____
--	--	--

ALASKA PUBLIC OFFICES COMMISSION



ANCHORAGE
 2221 E. Northern Lights, Room 128
 Anchorage, AK 99508-4149
 Phone: (907) 276-4176 or
 Toll free: (800) 478-4176
 Fax: (907) 276-7018

Website: www.doa.alaska.gov/apoc
 Email: apoc@alaska.gov

JUNEAU
 240 Main St. #500
 PO Box 110222
 Juneau, AK 99811
 Phone: (907) 465-4864
 Fax: (907) 465-4832

MUNICIPAL EXEMPTION STATEMENT

Municipal candidates that do not intend to raise/spend more than \$5,000, including their personal funds, may file a Municipal Exemption Form. Exempt candidates are not required to file campaign disclosure reports during their campaign. 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.

Please note that unless a candidate meets the specific criteria found in AS 15.13.040(m)(1), they are required to file all forms and reports electronically, through the APOC Forms Online Filing System (<https://my.alaska.gov/>).

A candidate's use of corporate, state, or municipal resources (i.e., office phone/address, equipment, staff time, etc.) for campaign purposes is prohibited. AS 15.13.074(f); AS 15.13.145

CANDIDATE NAME: _____

CAMPAIGN ADDRESS: _____

CAMPAIGN PHONE: _____ CAMPAIGN EMAIL: _____

Election Month and Year:	Office / Race: (Optional)
Municipality / Borough:	District / Seat: (Optional)

Certification: I certify that the information contained in the foregoing document is true, complete, and correct.

I do not intend to raise/spend more than \$5,000 (including personal money) during my entire campaign for municipal office.	Signature	Date
	Printed name	

NOTICE: Candidates who loan personal funds to their campaign with the intent to repay themselves after the election may only do so if they file a Candidate Reimbursement Form within 5 days of putting personal funds into their campaign. If the campaign is able to repay the candidate's personal funds within 72 hours they may do so, and they do not need to file the Reimbursement Form. AS 15.13.078(b); AS 15.13.116(a)(4); 2 AAC 50.990(7)(c)(x)



City of Houston

PO Box 940027 (907) 892-6869 Direct
13878 W Armstrong (907) 892-7677 Fax
Houston AK 99694

Sign Permit

Name: _____ Phone: _____

Mailing Address: _____

Physical Address: _____

- 1. Legal description of lot containing proposed location of sign: _____
- 2. Type of sign(s):
 - a. Commercial _____
 - b. Temporary _____
 - c. Political _____
- 3. Do you own the property the sign (s) will be located on?
 - a. Yes _____
 - b. No _____

If you do not own the property, you must provide written permission for the location of the sign (s) from the property owner(s).

If temporary, duration of time anticipated: _____

Applicant Signature: _____ **Date:** _____

The City of Houston will collect a non-refundable \$25.00 fee for all signs.

Failure to obtain a sign permit will incur a fee of \$300.

Signs must comply with HMC 10.05.

Pursuant to HMC 10.05 Political signs shall not be displayed more than 90 days prior to and seven days after the date of the primary election, except that a successful primary candidate may keep their signs on display until seven days after the final election.

10.05.040 Signs – Enforcement.

The City of Houston may inspect and, following a 30-calendar-day written notice to the owner of the affected property of its finding that a sign is in violation of this chapter, remove or cause to be removed such sign at the owner’s expense, except that a seven-calendar-days’ notice shall be given for temporary signs in violation. If the responsible party cannot be reached by mail, a notice of violation shall be placed on or at the site of the sign in violation in lieu of the written notice. The City of Houston may, without notice, remove or cause to be removed at the owner’s expense any sign it determines endangers the public safety or any sign illegally located on public property. (Ord. 08-13 § 5, 2008; Ord. 09-23 § 4, 2009. Formerly Ch. 10.41 Art. VI)

For Office Use Only

Date Received: _____ **By** _____ **Fee Paid \$25.00:** _____

Public Works Director Signature: _____

Chapter 3.13

CANDIDATES

Sections:

3.13.010 Candidate qualifications.

3.13.015 Declaration of candidates.

3.13.020 Declaration of candidates – Procedure.

3.13.025 Determination of eligibility of candidate.

3.13.030 Write-in candidates.

3.13.040 Financial disclosure.

3.13.050 Corrections, amendments and withdrawal of declaration of candidacy.

3.13.010 Candidate qualifications.

A. Any person is eligible for City office if he is a qualified voter of the City and meets state and City requirements for the office.

B. Candidates for City Council seats shall reside in the City and meet the requirements of HMC [2.04.040](#).

C. A candidate shall provide proof of qualification for office as required by the Clerk. (Ord. 07-02 § 2, 2007; Ord. 15-06 § 5, 2015. Formerly 3.12.010)

3.13.015 Declaration of candidates.

A. A candidate for Council shall file a declaration of candidacy under oath on a form provided by the Clerk.

B. The declaration of candidacy shall include:

1. The full name of the candidate, and the manner in which the candidate wants the candidate's name to appear on the ballot;
2. The full residence and mailing address of the candidate;
3. The contact information of the candidate;
4. The seat for which the candidate declares;
5. A statement that the candidate is qualified for office as provided by law, and will serve if elected;
6. The candidate's certification before an official authorized to administer oaths that the information is true and accurate, with the date and the candidate's signature.

C. Persons seeking elective office shall request a declaration of candidacy from the Clerk for the specific seat which they are seeking. If the person chooses to run for a different seat, a declaration of candidacy for that seat shall be filed with the Clerk's office. A declaration of candidacy for a particular seat may not be substituted for another office or seat.

D. Each declaration of candidacy submitted to the Clerk shall be accompanied by a nonrefundable \$25.00 fee, payable by cash, certified check, or credit card. An application showing proof of indigence may be completed, and submitted to the Clerk for approval, by candidates requesting waiver of the filing fee. (Ord. 15-06 § 5, 2015; Ord. 16-21(S) § 6, 2016)

3.13.020 Declaration of candidates – Procedure.

A. Packets containing declarations of candidacy shall be available from the Clerk's office no later than the day the filing period opens. The packets shall remain available throughout the filing period.

B. Declarations of candidacy shall be submitted on a form provided by the Clerk. The declaration of candidacy form must be submitted as an original and shall not be submitted by facsimile or electronically. A declaration of candidacy shall be completed and filed with the Clerk:

1. No earlier than 9:00 a.m., on July 1 before a regular election and no later than 5:00 p.m., on July 15 before a regular election. In the event that July 15 falls on a Saturday or Sunday, the declaration of candidacy form must be submitted by 12:00pm (noon) on the first Monday following July 15.;
2. No earlier than 9:00 a.m., 64 calendar days before a special election and no later than 5:00 p.m., 53 calendar days before a special election.

C. Within four (4) days after filing a declaration of candidacy, the Clerk shall notify the candidate named in the declaration of candidacy as to whether it is in proper form. If not, the Clerk shall immediately return the declaration of candidacy to the candidate, with a statement certifying how the declaration of candidacy is deficient. (Ord. 07-02 § 2, 2007; Ord. 15-06 § 5, 2015. Formerly 3.12.020)

3.13.025 Determination of eligibility of candidate.

A. The Clerk shall determine whether each candidate for City office is qualified as provided by law. At any time before the election the Clerk may disqualify any candidate whom the Clerk finds is not qualified.

B. Any person, including the Clerk, may question the eligibility of a candidate who has filed a declaration of candidacy with the Clerk by filing a complaint with the Clerk.

C. The complaint must be in writing and include the name, mailing address, contact phone number, signature of the person making the complaint, and a statement on which the candidate's eligibility is being questioned.

D. The Clerk will review only those issues in the complaint related to candidate qualifications established by the United States Constitution, the Alaska Constitution, the Alaska Statutes, or the City code.

E. Upon receipt of a complaint, or if the Clerk questions the eligibility of the candidate, the Clerk will send written notification to the candidate.

F. The Clerk will review any evidence relevant to the candidate's qualifications, including, but not limited to, the candidate's residency, voter registration, declaration of candidacy, and any other document of public record as required by HMC [3.13.010](#). Based on the review of the documents, the Clerk will determine whether a preponderance of evidence supports or does not support the eligibility of the candidate.

G. If the Clerk determines the preponderance of evidence supports the eligibility of the candidate, the Clerk will issue a final determination supporting the candidate's eligibility.

H. If the Clerk determines the preponderance of evidence does not support the candidate's eligibility, notice to the candidate will identify any additional information or evidence that must be provided by the candidate. The Clerk must receive the requested information no later than three City business days from the date of notice. The Clerk will consider any additional information provided, and issue a final determination as to the candidate's eligibility no later than three City business days from receipt of the additional information.

I. If the information requested by the Clerk in subsection (H) of this section is not received by the specified deadline, the Clerk will issue a final determination regarding the candidate's eligibility based on the information initially reviewed.

J. The Clerk will send notice of final determination in writing to the person making the complaint, if applicable, and to the candidate. The determination of the Clerk is final. (Ord. 07-02 § 2, 2007; Ord. 15-06 § 5, 2015. Formerly 3.12.025)

3.13.030 Write-in candidates.

A. Votes for a write-in candidate for elective City office will not be counted unless the candidate has filed a letter of intent with the Clerk stating:

1. The full name of the candidate;
2. The full residence and mailing addresses of the candidate;
3. The day and evening telephone numbers of the candidate;
4. The seat, if applicable, to which the candidate seeks election;
5. The name of the candidate as the candidate wishes it to be written in on the ballot by the voter;
6. The date of the election at which the candidate seeks election;
7. A certification by the candidate that the candidate:
 - a. Is a qualified voter;

- b. Is a resident of the City;
 - c. Qualifies, or shall qualify as of the date of election, for the office to which the candidate seeks election;
 - d. Shall serve if elected; and
 - e. Is not a candidate for any other seat to be voted on at the election;
8. A certification by the candidate that the information in the letter of intent is true and accurate; and
9. The date and notarized signature of the candidate seeking office.

B. A letter of intent under subsection (A) of this section must be filed with the Clerk not earlier than the day immediately following the last day of the filing period for declaration of candidacy pursuant to HMC [3.13.020](#) and not later than 5:00pm on the Friday before the election. (Ord. 07-02 § 2, 2007; Ord. 15-06 § 5, 2015)

3.13.040 Financial disclosure.

A. Elected officers of the City shall be exempt from compliance with AS [39.50](#) which requires a public official to file a statement of his financial and business interest, which exemption is permitted by AS [39.50.145](#).

B. Appointed officers of the City shall be exempt from compliance with AS [39.50](#) which requires a public official to file a statement of his financial and business interest, which exemption is permitted by AS [39.50.145](#).

C. Candidates for elective offices of the City shall be exempt from compliance with AS [39.50](#) which requires a candidate for public office to file a statement of his financial and business interests, which is permitted by AS [39.50.145](#). (Ord. 07-02 § 2, 2007; Ord. 15-06 § 5, 2015. Formerly 3.12.030)

3.13.050 Corrections, amendments and withdrawal of declaration of candidacy.

A. A candidate may make corrections or amendments of the candidate's declaration at any time during the period of filing a declaration of candidacy by written notice, signed by the candidate to the Clerk. The written notice must be signed by the candidate. After the filing period has closed, no declaration of candidacy may be corrected, or amended.

B. A candidate may submit to the Clerk a new declaration of candidacy for a different seat, at any time during the period for filing declarations, but only after a written withdrawal of the former declaration of candidacy, signed by the candidate.

C. A person may withdraw as a candidate for office only by filing with the Clerk a written withdrawal of the declaration of candidacy signed by the candidate no later than 4:00 p.m. on the third calendar day following the closing of the candidacy filing period. (Ord. 07-02 § 2, 2007; Ord. 15-06 § 5, 2015. Formerly 3.12.040)