

# CONSERVATION DISTRICT ELECTIONS WEBINAR

2014

Washington State Conservation Commission

Bill Eller

September 2013

# Agenda

2

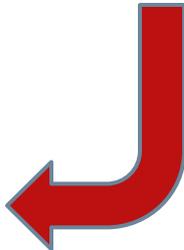
- Introduction
- Background
- Election Statistics
- Changes for 2014
- Questions, Answers, Pointers and Tips

# ELECTION BACKGROUND



# Direction

4

- The Washington State Conservation Commission is required by Chapter 89.08 Revised Code of Washington to adopt procedures for conservation district elections. *“The commission shall establish procedures for elections, canvass the returns and announce the official results thereof.”* RCW 89.08.190.
- WAC Chapter 135-110 

# Simple Calendar

- August - September
  - Election Webinar.
  - Begin thinking about when to have your election, review procedures.
- October - December
  - Advertise election meeting, hold election meeting [adopt election resolution], advertise election resolution.
- January – March
  - Hold election.
- By end of April
  - All paperwork to Commission.
- May
  - Commission announces election winners and appointees.

# 2014 Election Deadline Calculator

Enter election date:

Your election must be held between January 1 and March 31, 2014!

MONTH / DAY / YEAR

When	Date	Who	Form	Action	WAC	Election Manual
By:	#VALUE!	ES	5	Publish the first notice of the intent to adopt an Election Resolution (at least 6 days before the 2 <sup>nd</sup> notice below).*	135-110-220(1)	Section 2.D.2
No later than:	#VALUE!	ES	5	Publish the second notice of the Intent to Adopt an Election Resolution.*	135-110-220(1)	Section 2.D.2
On:	#VALUE!	BOS	1	Hold BOS meeting to adopt the Election Resolution.*	135-110-210	Section 2.D.2
As soon as:	#VALUE!	ES	1 & 5	Publish the first notice of the adopted Election Resolution (at least 6 days before the 2nd notice below).*	135-110-220(2)	Section 2.D.2
No later than:	#VALUE!	ES	1 & 5	Publish the second notice of the adopted Election Resolution.*	135-110-220(2)	Section 2.D.2
No later than:	#VALUE!	ES	1	Deadline for WSCC to receive the adopted Election Resolution.*	135-110-210(3)	Section 2.D.2
By:	#VALUE!	C	2	Candidate provides information to CD by the filing deadline.*	135-110-320	Section 2.G
By:	#VALUE!	C	3	Candidate provides the nominating petition to CD by filing deadline.*	135-110-340	Section 2.G
On:	#VALUE!	N/A	N/A	Candidate filing deadline (at least 4 weeks before election date).*	135-110-330	Section 2.G
As soon as:	#VALUE!	ES	Checklist	If automatically re-electing an incumbent, the Checklist must be filled out & submitted.	135-110-370	Section 2.J.1
	Before printing ballots	ES	4	Verify each candidate is qualified to serve.	135-110-355	Section 2.D.2.i
	Before printing ballots	ES	4	Verify each candidate's nomination petition.	135-110-355(3)	Section 2.D.2.i
By:	#VALUE!	ES	N/A	Suggested deadline for voters to request from the District absentee ballots.	135-110-410	Section 2.D.2.k
By:	#VALUE!	ES	N/A	Suggested deadline for the District to have sent out to voters all requested absentee ballots.	135-110-520	Section 2.D.2.k
On election day:		POs	6	Complete poll lists.	135-110-550	Section 2.F.2
On election day:		POs	7	Count ballots, complete ballot results report.	135-110-750	Section 2.F.3
On election day:		ES	Checklist	If automatically re-electing an incumbent, take necessary pictures of election cancellation signs.	135-110-370	Section 2.J.1
By:	#VALUE!	ES	N/A	Submit copies of all completed forms to WSCC. If automatically re-electing an incumbent, remember to provide photos and other supporting materials (see Checklist).	135-110-750	Section 2.D.5

**Abbreviations: C = Candidate; CD = Conservation District; BOS = CD board of supervisors; ES = Election Supervisor; POs = Polling Officers.**

**For forms and procedures, please visit: <http://www.scc.wa.gov/elections>; Submit copies of election documents to [elections@scc.wa.gov](mailto:elections@scc.wa.gov)**

**\* PLEASE NOTE: These times are minimums, the BOS can set more than this minimum amount of time (WAC 135-110-330(2)); if they do so, all \* dates will have to be adjusted accordingly.**

# ELECTION STATISTICS



# 2013 Election Statistics

- 44 of 45 district elections (98%) certified at the May Commission meeting.
  - One district was in significant noncompliance with the WAC election rule and the election procedures manual for improperly cancelling an election.
    - As of the September Commission meeting, all 45 districts have not had their elections certified and announced.

# 2013 Election Statistics

9

- 33 of 45 districts (73%) were able to use WAC 135-110-370 to automatically re-elect their incumbent candidate and call-off their election.
- This number has leveled off after having risen over the past few election cycles:
  - 77% in 2012.
  - 40% in 2011.



# Number of Candidates

10

- There were 43 candidates in 2013.
- There were 52 candidates in 2012.
- There were 57 candidates in 2011.
- There were 54 candidates in 2010.
- There were 52 candidates in 2009.



# 2013 Elections Observed

11

- Commission staff and the public observed two out of the twelve district elections that were held (17%). 38% were observed in 2012.



# ELECTION CHANGES FOR 2014



# Election Manual Changes v. Budget Proviso Process

13

- Election Manual Changes –
  - **Separate from the Budget Proviso Process.**
  - Follows WSCC policy on policies.
  - Began with issues raised during the 2013 election cycle.
  - At the July WSCC meeting, staff proposed clarifications for September adoption.
  - September WSCC meeting – clarifications adopted.
- Budget Proviso process -
  - Recommendations on policy and / or process changes.
  - Due December 2013.
  - *“The Conservation Commission must evaluate the current system for the election of conservation district board supervisors and recommend improvements to ensure the highest degree of public involvement in these elections. The commission must engage with stakeholder groups and conservation districts to gather a set of options for improvement to district elections, which must include an option aligning district elections with state and local general elections. The commission must submit a report detailing the options to the office of financial management and appropriate committees of the legislature by December 10, 2013.”*

# Election Manual (EM) Changes Summary

14

- Eliminated the following documents:
  - ▣ The Frequently Asked Questions, and
  - ▣ Due Notice Flow Chart.
  
- Created in the EM Appendix A – Absentee ballot instructions and request form for districts to use.
  
- EM clarifications include (~ 20 items):

# EM Clarifications

15

1. Who can serve as a polling officer - pg 3, 25. (FAQ)
2. When a newly-elected supervisor can perform official duties – pgs 4-5.
3. Who is eligible to be an elected supervisor – pg 13.
4. The definition of landowner and farm operator – pg 13. (FAQ)
5. The requirement to gather at least 25 signatures on Form 3 to be eligible to be placed on the ballot and to use WAC 135-110-370 – pgs 17, 31-32, 34. (FAQ)

# EM Clarifications Continued

16

6. The requirement to account for absentee ballots on a separate Form 7 – pgs 17, 26, 30-31.
7. Providing ballots to voters during a poll-site election – pg 23.
8. Sending ballots to voters who have voted within three years using lists – pg 23.
9. How absentee ballots are to be provided to voters and the process to be used for requests – pg 23.
10. When mail-in ballots can be requested by voters – pg 24.

# EM Clarifications Continued

17

11. Reminding the Election Supervisor that absentee ballots must be provided – pg 27. (FAQ)
12. Election Supervisor duties surrounding absentee ballots – pgs 27-28.
13. Polling officer duties surrounding absentee ballots – pg 30.
14. The use of WAC 135-110-370 to automatically re-elect an incumbent and the notices required to inform the public – pg 35. (FAQ)
15. Establishing standards that Election Supervisors can use to determine the meaning of markings on ballots – pg 36.

# EM Clarifications Continued

18

16. A reminder that appointed supervisors must be registered voters in WA – pgs 38, 42, 44. (FAQ)
17. Mid-term appointment definition – pgs 40, 42.
18. WSCC appointment process in lieu of district applications – pgs 41-42.
19. When a newly appointed supervisor can perform official duties –pg 44.
20. Appendix A – absentee ballot instructions and request form – pgs 48-52.

FORMS



# Election Forms - Unnumbered

20

- There are 11 election forms. Four are not numbered:
  - *Application for Appointment as a CD Supervisor*
  - *Automatic Re-Election Checklist*
  - *Ballot Template*
  - *Verification of Qualifications for the Office of Elected Supervisor*

**NO CHANGES HAVE BEEN MADE TO ANY OF THESE FORMS**

**Application for the Position of Appointed Conservation District Supervisor**

\_\_\_\_\_ Conservation District



Washington State  
**Conservation**  
Commission

**Applicant instructions:**

Please complete all sections below, sign and date the application, and send it to the Washington State Conservation Commission. We must receive your application by March 31.

**Section 1. Personal Information**

1. Your name:

2. Residential address (street, city, state, ZIP):

3. Mailing address if different:

4. Phone number (include area code):

5. E-mail address:

**Section 2. Qualifications**

6. Are you a Washington State registered voter?

Yes  No

7. Are you a landowner or operator of a farm?

Yes  No

8. Do you reside within the boundary of the district for which you are applying?

Yes  No

9. Do you own land within the boundary of the district for which you are applying?

Yes  No

**Section 3. General Experience and Qualifications**

10. What is your current occupation?

11. Please describe experience with boards and organizations that will help you fulfill your duty as a conservation district supervisor, if appointed.

12. What special training, skills and experience do you have that will help you execute the duties of a conservation district board Supervisor?

13. Please provide the name and phone number of at least one person we can contact about your qualifications for this position:

14. We encourage you to provide any additional information that will help the Washington State Conservation Commission select the best applicant for this position. Providing this information is voluntary. Include this information on additional sheets attached to this application.

# AUTOMATIC RE-ELECTION CHECKLIST

\_\_\_\_\_ Conservation District



WAC 135-110-370

Election Supervisor Name: \_\_\_\_\_

Signature of Election Supervisor: \_\_\_\_\_

By my signature, I affirm the information on this document to be true and accurate to the best of my knowledge.

**Findings:**

All checkboxes below are marked "Yes": All provisions of WAC 135-110-370 have been met, the District can proceed with informing the voting public, before election day, that the incumbent has been reelected by reason of being the only person filing for the position, and that no poll site, mail, or absentee balloting will be performed, and on election day, signs containing this information must be posted at poll sites. Proceed to Box #6 below.

Any checkbox below is marked "No": Not all provisions of WAC 135-110-370 have been met, the election must be held.

Election Date: \_\_\_\_\_

Date Checklist Completed: \_\_\_\_\_

<p><b>1. Has due notice of the election resolution been duly published by the conservation district?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>WAC 135-110-370(1)(a)</p>
<p><b>A. Was due notice of the intent to adopt an election resolution published, at least twice, a week apart, the first time being at least one week before the meeting at which the election resolution was adopted and the second at least one day before the meeting at which the election resolution was adopted?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>B. Date of first publication:</b></p>		
<p><b>C. Date of second publication:</b></p>		
<p><b>D. Date of candidate filing deadline:</b></p>		
<p><b>2. Has due notice of the election been duly published by the conservation district?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>WAC 135-110-370(1)(b)</p>
<p><b>A. Has the date, time, place and manner of the election been published, at least twice, a week apart, the first time being at least one week before the candidate filing deadline and the second at least one day before the candidate filing deadline?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>B. Date of first publication:</b></p>		
<p><b>C. Date of second publication:</b></p>		
<p><b>D. Date of candidate filing deadline:</b></p>		
<p><b>3. Was the only person who filed by the candidate filing deadline the incumbent?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>WAC 135-110-370(1)(c); WAC 135-110-090; WAC 135-110-320</p>
<p><b>A. At the time of filing, was the incumbent a qualified district elector (at the time of filing, was the incumbent a registered voter in the county where the district is located and a resident within the conservation district boundary)?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>B. At the time of filing, the incumbent submitted to the conservation district</b></p> <p>1. The name of the conservation district;</p> <p>2. The incumbent's name, residential address, mailing address (if different), and phone number;</p> <p>3. Whether the person is a registered voter in the county where the conservation</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	



**OFFICIAL BALLOT for the \_\_\_\_\_ Conservation District**

---

1. You may vote only once, by marking the box by the name of the candidate you wish to be elected.
2. To vote for a candidate whose name does not appear on this ballot, write the person's name on the blank line below and mark the appropriate box.

Please choose only one candidate:

- FirstName LastName
- FirstName LastName
- \_\_\_\_\_

X-----



**OFFICIAL BALLOT for the \_\_\_\_\_ Conservation District**

---

1. You may vote only once, by marking the box by the name of the candidate you wish to be elected.
2. To vote for a candidate whose name does not appear on this ballot, write the person's name on the blank line below and mark the appropriate box.

Please choose only one candidate:

- FirstName LastName
- FirstName LastName
- \_\_\_\_\_

X-----



**OFFICIAL BALLOT for the \_\_\_\_\_ Conservation District**

---

1. You may vote only once, by marking the box by the name of the candidate you wish to be elected.
2. To vote for a candidate whose name does not appear on this ballot, write the person's name on the blank line below and mark the appropriate box.

Please choose only one candidate:

- FirstName LastName
- FirstName LastName
- \_\_\_\_\_

**VERIFICATION OF QUALIFICATIONS FOR THE OFFICE OF ELECTED SUPERVISOR**



WAC 135-110-020

This information is required to determine your eligibility to fill the public office of an elected conservation district supervisor. Your information will be verified by the conservation district and reviewed by the Washington State Conservation Commission.

**Conservation District:**

<b>Your name</b> WAC 135-110-020(2)	<b>Day phone</b> WAC 135-110-020(3)	<b>Cell phone</b> WAC 135-110-020(4)
<b>Email address</b>		

<b>Residential address</b> WAC 135-110-020(5)	<b>Mailing address, if different</b> WAC 135-110-020(6)

- I am a registered voter in the county where the conservation district is located. WAC 135-110-020(7)
- I reside inside the boundary of the conservation district. WAC 135-110-020(8)

Choose only one box below. Mark the appropriate answer:

- I am a landowner or operator of a farm, as defined in the election procedures and WAC 135-110-110.
- I am not a landowner or operator of a farm, as defined in the election procedures and WAC 135-110-110. However, the conservation district has determined that the fact that the appointee applicant is not a landowner or operator of a farm will not affect the composition of the board – at least two of the three elected conservation district supervisors on the conservation district board will be landowners or operators of farms if the appointee applicant is appointed to the open elected position, as required by WAC 135-110-355(2)(e).

**By my signature below, I swear under penalty of perjury under the laws of the State of Washington that the foregoing information is true and correct.** WAC 135-110-020(9)

_____ Signature	_____ Date
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# Election Forms - Numbered

25

- There are 11 election forms. Seven are numbered:
  - *Form 1: CD Resolution Establishing Election Date*
  - *Form 2: Candidate Information for Elected Supervisor Position*
  - *Form 3: Nominating Petition for Elected Supervisor position*
  - *Form 4: District Verification of Candidate Eligibility for Elected Supervisor Position*
  - ***Form 5: Verification of Due Notice Compliance***
  - *Form 6: Poll List*
  - *Form 7: Ballot Results Report*

**ONLY FORM 5 HAS HAD CHANGES MADE**

# Election Forms – A Cautionary Note

26

- Remember that “election forms” also encompasses forms we use for appointments as well.
- Also, there are two types of appointment forms:
  - Appointed supervisor positions:
    - *Application for Appointment as a CD Supervisor*
  - Vacant Elected supervisor positions [for when a District is appointing someone to fill a vacant elected position on a board]:
    - *Verification of Qualifications for the Office of Elected Supervisor*

# Election Forms for Candidates

27

- Candidates who want their name to appear on the ballot [declared, nominated candidates] need to file two forms – *Form 2 & 3*.
- Write-in Candidates file just *Form 2*.
- Declared Candidates file just *Form 2*.
- FOR EACH candidate (regardless of if they appear on the ballot or not), the Election Supervisor must file *Form 4*.

# Automatic Re-Election Checklist

- *CHECKLIST*: Automatic Re-Election of Incumbent – remember to post a sign on the door of the polling place (or district office) **ON THE DAY OF ELECTION** to let the public know the election was cancelled, and to provide the Commission proof of that.
- Usually, the easiest way to provide proof of that is to just take a picture of the sign posted on your door and send me the picture.

**Example**

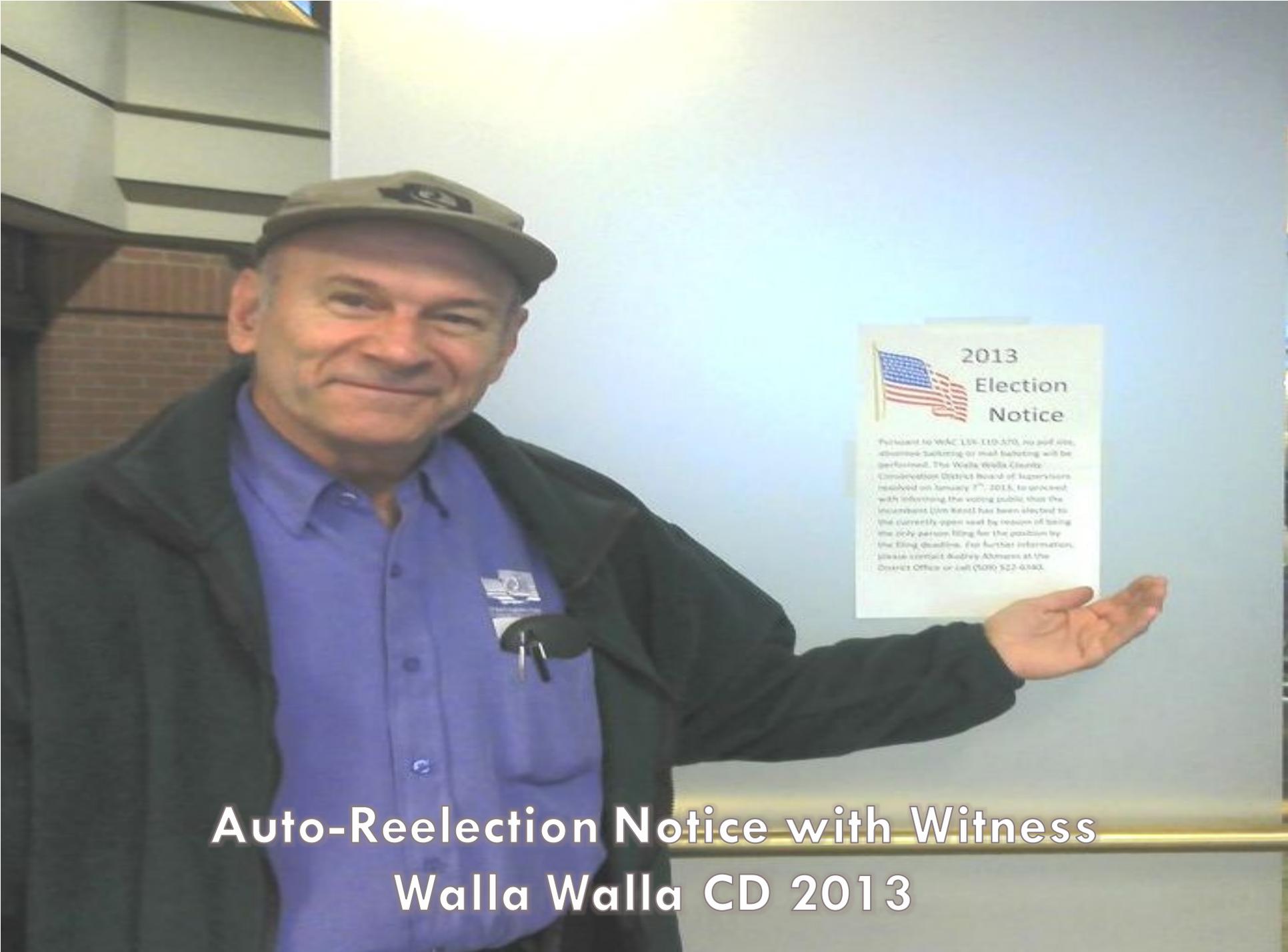
## Foster Creek Conservation District 2012 Election Information

Pursuant to WAC 135-110-370, no poll site, absentee balloting or mail balloting will be performed. The Foster Creek District Board of Supervisors resolved on January 4th, 2012 to proceed with informing the voting public that the incumbent (Lee Hemmer) has been re-elected to the currently open seat by reason of being the only person filing for the position by the filing deadline. For further information, please contact Kay Fisher at the Foster Creek Conservation District at 509-745-8362 ext. 117.

Foster Creek Conservation District  
2012 Election Information

Pursuant to WAC 135-110-370, no poll site, absentee balloting or mail balloting will be performed. The Foster Creek District Board of Supervisors resolved on January 4th, 2012 to proceed with informing the voting public that the incumbent (Lee Hemmer) has been re-elected to the currently open seat by reason of being the only person filing for the position by the filing deadline. For further information, please contact Kay Fisher at the Foster Creek Conservation District at 509-745-8362 ext. 117.

**Auto-Reelection Notice on Coffee Dispenser**



 **2013  
Election  
Notice**

Permitt to WAC 155-110-570, no poll site alternative balloting or mail balloting will be performed. The Walla Walla County Conservation District Board of Supervisors received on January 7<sup>th</sup>, 2013, to proceed with refreshing the voting public thus the incumbent (Jim Kent) has been elected to the currently open seat by reason of being the only person filing for the position by the filing deadline. For further information, please contact Audrey Ahrens at the District Office or call (509) 522-6380.

**Auto-Reelection Notice with Witness  
Walla Walla CD 2013**

# FORM 1

- *FORM 1* + ELECTION CALCULATOR: It is OK to E X P A N D the times.
- *FORM 1* + *FORM 5*: Make sure your newspaper is publishing both notices at least six days apart.
- *FORM 1*: Absentee ballot deadline  $\neq$  candidate filing deadline. The absentee ballot deadline should be after candidate filing deadline.
- *FORM 1*: Landowner + farm operator requirement. If you know that candidates for your elected position must be a landowner or farm operator, you may want to explicitly inform candidates of that.
- *FORM 1* + 7: Must have two polling officers.
- *FORM 1*: Must provide absentee ballots – can't NOT have them.

**Form 1****CONSERVATION DISTRICT RESOLUTION ESTABLISHING ELECTION DATE(S), AND APPOINTMENT OF ELECTION SUPERVISOR**

WAC 135-110-210

RESOLUTION # [REDACTED] OF THE [REDACTED] CONSERVATION DISTRICT BOARD OF SUPERVISORS:  
ELECTION RESOLUTION

As required by RCW 89.08.190, a majority of the Board of Supervisors for the above-referenced conservation district, at a public meeting for which notice was properly given, do hereby resolve to hold an election for the position of District Supervisor at the times and places described below.

Date(s) WAC 135-110-210(2)	Physical Address and Location Name or Description WAC 135-110-210(2)	Time polls open	Time polls close
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Listed below are the names of supervisors whose terms expire in this election and appointment cycle:

Elected Supervisor(s) WAC 135-110-210(2)	Appointed Supervisor(s) WAC 135-110-210(2)
[REDACTED]	[REDACTED]

The person appointed to serve as the conservation district's Election Supervisor is:

Name WAC 135-110-210(2)	Mailing Address WAC 135-110-210(2)
[REDACTED]	[REDACTED]
Phone(s) WAC 135-110-210(2)	Email Address WAC 135-110-210(2)
[REDACTED]	[REDACTED]

Listed below is the candidate filing deadline and location:

Candidate Filing Deadline WAC 135-110-210(2)	Candidate Filing Location (address) WAC 135-110-210(2)
Date: [REDACTED] Time: [REDACTED]	[REDACTED]

Listed below election method(s):

Election Method (check all that apply) WAC 135-110-210(2)	Last Day and Time Voters can Request Absentee Ballots WAC 135-110-210(2); WAC 135-110-410
<input type="checkbox"/> Poll Site <input type="checkbox"/> Mail In <input type="checkbox"/> Electronic	Date: [REDACTED] Time: [REDACTED]

The following supervisor(s) affirm this election resolution and appointment of an Election Supervisor:

Supervisor signature WAC 135-110-210(2)	Title WAC 135-110-210(2)	Date WAC 135-110-210(2)
[REDACTED]	[REDACTED]	[REDACTED]

# FORM 3

- *FORM 3*: the election supervisor is required to make a notation next to the nominators that are valid (see election manual) – please remember to do this. If there is a challenge, it will be easier to tell which were considered valid than having to research them all again.

**Form 3****NOMINATING PETITION FOR THE OFFICE OF ELECTED SUPERVISOR FOR THE  
\_\_\_\_\_ CONSERVATION DISTRICT**

WAC 135-110-340

CANDIDATE NAME: \_\_\_\_\_

**Candidate instructions:**

Please print your name at the top of each page of this nominating petition form. You must return your candidate information form and a completed nominating petition to your conservation district by the filing deadline. If your nominating petition is submitted late, you will automatically be considered a declared candidate.

**Nominator instructions:**

By your signature on this petition, you are stating you wish for the candidate named in this petition to have his or her name placed on the official ballot. To sign this nominating petition, you must be a district elector as defined in RCW 89.08.020: "District elector" or "voter" means a registered voter in the county where the district is located who resides within the district boundary....

Your address is needed to compare against district boundaries and a list of registered voters. Please write legibly; if the conservation district cannot read your information, they will not be able to verify you are eligible to sign this petition. If you use a post office box as your address, the conservation district may not be able to determine if you are eligible to sign this petition.

**Conservation district instructions:**

The conservation district must check the eligibility of each person who signs this petition. Any nominator found to not be a district elector eligible to sign this petition cannot be counted.

	<b>Nominator name (PRINT)</b> <small>WAC 135-110-3402c</small>	<b>Nominator address (PRINT)</b> <small>WAC 135-110-3402c</small>	<b>Nominator signature</b> <small>WAC 135-110-3402d</small>
1			
2			
3			
4			
5			
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8			
9			
10			

PAGE \_\_\_\_\_ OF \_\_\_\_\_

Form 3: NOMINATING PETITION FOR THE OFFICE OF ELECTED SUPERVISOR

# FORM 5

- FORM 5 – Verification of Due Notice Compliance
  - Revised to include references and notice documentation for when a CD automatically re-elects their incumbent (WAC 135-110-370).
    - New instructions at the top.
    - New Sections 3 & 4 to document your notice for automatic re-election.
    - New sample notice language.

**Form 5**  
**DUE NOTICE COMPLIANCE FOR THE**  
 **CONSERVATION DISTRICT**



WAC 135-110-220

**Requirements** – Requirements for due notice compliance are described in the published election and appointment procedures. Please carefully review the definitions of “due notice” and “print media” in those procedures. Also, see WAC 135-110-110, ~~and~~ WAC 135-110-220, and WAC 135-110-370 in particular.

**Election notices** – For election notices, copies of published notices are not required to be submitted to the Conservation Commission. Instead, the Election Supervisor attests to the conservation district meeting due notice requirements. The conservation district must keep copies on file as for ballots, and provide access to them upon request of the Conservation Commission. Special Note: WAC 135-110-370 (automatically re-electing an incumbent) requires that before election day, the conservation district must inform the voting public that the incumbent has been reelected by reason of being the only person filing for the position, and that no poll site, mail, or absentee balloting will be performed, and on election day, signs containing this information must be posted at poll sites. Also, on election day, signs containing this information must be posted at poll sites. Proof that the signs have been posted on Election Day must also be provided to the Commission. No later than four weeks after the first election day, as scheduled in the election resolution, the conservation district must inform the conservation commission of the automatic reelection of the incumbent. To inform the Commission, please provide to the Commission the Automatic Re-Election Checklist, proof of the notice before election day informing the voting public that the incumbent has been reelected, proof of the sign posted at the poll sites on the day of election, and Election Forms 1-5

**Appointment notices** – For appointment notices, copies of published notices are required to be submitted to the Conservation Commission. If elected and appointed positions were included in a single notice, a copy must be provided to the Conservation Commission.

**Examples** – Example text for notices is provided at the end of on the second page of this form.

***1 – Intent to Adopt an Election Resolution published***

Date of publication (or date range)	How/where published (describe type and name, for example: newspaper, Daily Sun)
<input type="text"/>	<input type="text"/>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

**3 – Notice of the Automatic Re-Election of the Incumbent published (use only if complying with WAC 135-110-370)**

<b>Date of publication (or date range)</b>	<b>How/where published (describe type and name, for example: newspaper, Daily Sun)</b>
--	--

**Form 5: VERIFICATION OF DUE NOTICE COMPLIANCE**

<input type="checkbox"/>	<input type="checkbox"/>

**4 – Proof of the Notice of the Automatic Re-Election of the Incumbent Posted on Poll-Site Door on Election Day (use only if complying with WAC 135-110-370)**

<b>Date of Election Date (or date range)</b>	<b>How is proof being provided to the Commission (all are acceptable, only one required: photograph, email, letter, other)</b>
<input type="checkbox"/>	<input type="checkbox"/>

<b>Election Supervisor signature</b>	<b>Election Supervisor name</b>	<b>Date</b>
--------------------------------------	---------------------------------	-------------

**Sample Board-Authorized Automatic Re-Election of the Incumbent notice.** Note: use this notice only if your Board of Supervisors, at a regular or special meeting, passed a resolution cancelling the election due to the automatic re-election of the incumbent, in compliance with WAC 135-110-370:

*The Ledgerwood Conservation District Board of Supervisors resolved on [day], [year] to proceed with informing the voting public that the incumbent has been re-elected to the currently open seat by reason of being the only person filing for the position by the filing deadline. Therefore, no poll site, absentee balloting or mail balloting will be performed pursuant to WAC 135-110-370. For further information, please contact the District at [phone].*

**Sample Automatic Re-Election of the Incumbent notice.** Note: use this notice if your Election Supervisor has chosen to cancel the election due to the automatic re-election of the incumbent without a formal resolution from your Board of Supervisors, in compliance with WAC 135-110-370:

*The Ledgerwood Conservation District Board of Supervisors hereby informs the voting public that the incumbent has been re-elected to the currently open seat by reason of being the only person filing for the position by the filing deadline. Therefore, no poll site, absentee balloting or mail balloting will be performed pursuant to WAC 135-110-370. For further information, please contact the District at [phone].*

Below are two different examples of signs to post on election day, in order for a district to comply with WAC 135-110-370:

**Example #1** (use this sign if your Board of Supervisors, at a regular or special meeting, issued a resolution regarding the automatic re-election of the incumbent):

*“Pursuant to WAC 135-110-370, no poll site, absentee balloting or mail balloting will be performed. The XYZ Conservation District Board of Supervisors resolved on [day], [year] to proceed with informing the voting public that the incumbent has been re-elected to the currently open seat by reason of being the only person filing for the position by the filing deadline. For further information, please contact the District at [phone].”*

# QUESTIONS, ANSWERS, POINTERS AND TIPS



# General Tips

41

- Do not mail original forms - please SCAN and EMAIL the forms to the Commission or me.
- If you email the Commission your election form (as required), please don't also MAIL the form to the Commission.
- Please try NOT to create one .pdf for all 30 of your election documents.
  - Suggestion would be to create a .pdf for each form.

# Resources on the Web



## Election Manual:

### Election and Appointment Procedures for Conservation District Supervisors

**Form 1**  
**CONSERVATION DISTRICT RESOLUTION ESTABLISHING ELECTION DATE(S), AND APPOINTMENT OF ELECTION SUPERVISOR**

RESOLUTION # [ ] OF THE [ ] CONSERVATION DISTRICT BOARD OF SUPERVISORS:  
 ELECTION RESOLUTION

As required by RCW 89.08.190, a majority of the Board of Supervisors for the above-referenced conservation district, at a public meeting for which notice was properly given, do hereby resolve to hold an election for the position of District Supervisor at the times and places described below.

Date(s)	Physical Address and Location Name or Description
[ ]	[ ]

Listed below are the names of supervisors whose terms expire in this election and appointment

Elected Supervisor(s)	Appointed Supervisor(s)
[ ]	[ ]

The person appointed to serve as the conservation district's Election Supervisor is:

Name	Mailing Address
Phone(s)	Email Address
[ ]	[ ]

Listed below is the candidate filing deadline and location:

Candidate Filing Deadline	Candidate Filing Location (address)
Date: [ ] Time: [ ]	[ ]

Listed below election method(s):

<input type="checkbox"/> Poll Site	<input type="checkbox"/> Mail In	<input type="checkbox"/> Electronic	Last Day and Time Voters can file: [ ]
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The following supervisor(s) affirm this election resolution and appointment of an Election Supervisor:

Supervisor or signature	Title
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]

## Chapter 135-110 WAC Election and replacement of conservation district supervisors

[Complete Chapter](#)

### WAC Sections

GENERAL

- [135-110-100](#) Purpose and authority.
  - [135-110-110](#) Definitions.
  - [135-110-120](#) Compliance.
  - [135-110-130](#) Documents provided to conservation commission to be copies.
  - [135-110-140](#) Records retention.
  - [135-110-150](#) Conservation district must remain impartial.
  - [135-110-160](#) Legal boundaries of conservation district to be available.
  - [135-110-170](#) Only one ballot per voter may be counted.
  - [135-110-180](#) Disruptive acts prohibited.
- ESTABLISHING ELECTION, PROVIDING NOTICE
- [135-110-200](#) Conservation district must hold election.
  - [135-110-210](#) Conservation district must adopt election resolution.

### 2014 Election Deadline Calculator

Enter election date: [ ]/ [ ]/ [ ] Your election must be held between January 1 and March 31, 2014!

When	Date	Who	Form	Action	WAC	Election Manual
By:	#VALUE!	ES	5	Publish the first notice of the intent to adopt an Election Resolution (at least 6 days before the 2 <sup>nd</sup> notice below).*	135-110-220(1)	Section 2.D.2
No later than:	#VALUE!	ES	5	Publish the second notice of the Intent to Adopt an Election Resolution.*	135-110-220(1)	Section 2.D.2
On:	#VALUE!	BOS	1	Hold BOS meeting to adopt the Election Resolution.*	135-110-210	Section 2.D.2
As soon as:	#VALUE!	ES	1 & 5	Publish the first notice of the adopted Election Resolution (at least 6 days before the 2nd notice below).*	135-110-220(2)	Section 2.D.2
No later than:	#VALUE!	ES	1 & 5	Publish the second notice of the adopted Election Resolution.*	135-110-220(2)	Section 2.D.2
No later than:	#VALUE!	ES	1	Deadline for WSCC to receive the adopted Election Resolution.*	135-110-210(3)	Section 2.D.2
By:	#VALUE!	C	2	Candidate provides information to CD by the filing deadline.*	135-110-320	Section 2.G
By:	#VALUE!	C	3	Candidate provides the nominating petition to CD by filing deadline.*	135-110-340	Section 2.G
On:	#VALUE!	N/A	N/A	Candidate filing deadline (at least 4 weeks before election date).*	135-110-330	Section 2.G
As soon as:	#VALUE!	ES	Checklist	If automatically re-electing an incumbent, the Checklist must be filled out & submitted.	135-110-370	Section 2.J.1
Before printing ballots	[ ]	ES	4	Verify each candidate is qualified to serve.	135-110-355	Section 2.D.2.i
Before printing ballots	[ ]	ES	4	Verify each candidate's nomination petition.	135-110-355(3)	Section 2.D.2.i
By:	#VALUE!	ES	N/A	Suggested deadline for voters to request from the District absentee ballots.	135-110-410	Section 2.D.2.k
By:	#VALUE!	ES	N/A	Suggested deadline for the District to have sent out to voters all requested absentee ballots.	135-110-520	Section 2.D.2.k
On election day:	[ ]	POs	6	Complete poll lists.	135-110-550	Section 2.F.2
On election day:	[ ]	POs	7	Count ballots, complete ballot results report.	135-110-750	Section 2.F.3
On election day:	[ ]	ES	Checklist	If automatically re-electing an incumbent, take necessary pictures of election cancellation signs.	135-110-370	Section 2.J.1
By:	#VALUE!	ES	N/A	Submit copies of all completed forms to WSCC. If automatically re-electing an incumbent, remember to provide photos and other supporting materials (see Checklist).	135-110-750	Section 2.D.5

Abbreviations: C = Candidate; CD = Conservation District; BOS = CD board of supervisors; ES = Election Supervisor; POs = Polling Officers.  
 For forms and procedures, please visit: <http://www.scc.wa.gov/elections>; Submit copies of election documents to [elections@scc.wa.gov](mailto:elections@scc.wa.gov)  
 \* PLEASE NOTE: These times are minimums, the BOS can set more than this minimum amount of time (WAC 135-110-330(2)), if they do so, all \* dates will have to be adjusted accordingly.

# Commission Election Web Page - <http://www.scc.wa.gov/elections/>

43



[About Us](#) › [Programs](#) › [Meetings](#) › [Maps](#) › [Policies](#) › [Grants & Finance](#) › [Careers](#)

Available now: Fiscal year 14 financial information for conservation districts

## Find Your Conservation District

Did you know Washington State has 45 conservation districts? Find yours today using our

[Conservation District Locator Map.](#) ›

## Farmland Preservation

Check out what our Office of Farmland Preservation preservation is doing to help farmers, and ranchers keep agricultural lands working in Washington State.

[Read more](#) ›

## Updated Election Materials

The updated election manual, forms, and calculator are now available for conservation districts to download!

[View election materials](#) ›

# Take Away – The One Thing

44

- **If you have a question at all about anything you are doing with regards to elections, please contact me!**
  - ▣ It is possible to fix most things before they become set in stone.
  - ▣ One fixed in stone or irrevocable, there isn't much that can be done but manage the consequences.

# Questions / Discussion? Thank you!

45



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