

CONSERVATION DISTRICT ELECTIONS WEBINAR

2015

Washington State Conservation Commission
Bill Eller

August 2014

AGENDA

- Introduction
- Elections Background
- 2014 Election Statistics
- Changes for 2015
- Questions, Answers, Pointers and Tips

ELECTION BACKGROUND

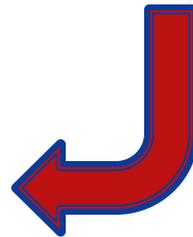
AUTHORITY

- The Commission sets policy and 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
- Election manual, calculator, and procedures.



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. Find candidates.
- January – March
 - Hold election, process paperwork, send paperwork to Commission.
- By end of April
 - All paperwork should be in to the Commission (even if late).
- Third Thursday in May
 - Commission announces election winners and appointees.

2015 Election Deadline Calculator

Enter election date:

1/1/2015

Your election must be held between January 1 and March 31, 2015!

MONTH / DAY / YEAR

When	Date	Who	Form	Action	WAC	Manual
By:	11/12/14	ES	5	Publish the first notice of the intent to adopt an Election Resolution (at least 6 days before the 2 nd notice	135-110-220(1)	Section 2.D.2
No later than:	11/19/14	ES	5	Publish the second notice of the Intent to Adopt an Election Resolution.*	135-110-220(1)	Section 2.D.2
On:	11/20/14	BOS	1	Hold BOS meeting to adopt the Election Resolution.*	135-110-210	Section 2.D.2
As soon as:	11/21/14	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:	12/3/14	ES	1 & 5	Publish the second notice of the adopted Election Resolution.*	135-110-220(2)	Section 2.D.2
No later than:	12/4/14	ES	1	Deadline for WSCC to receive the adopted Election Resolution.*	135-110-210(3)	Section 2.D.2
By:	12/4/14	C	2	Candidate provides information to CD by the filing deadline.*	135-110-320	Section 2.G
By:	12/4/14	C	3	Candidate provides the nominating petition to CD by filing deadline.*	135-110-340	Section 2.G
On:	12/4/14	N/A	N/A	Candidate filing deadline (at least 4 weeks before election date).*	135-110-330	Section 2.G
As soon as:	12/5/14	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:	12/11/14	ES	N/A	Suggested deadline for voters to request from the District absentee ballots.	135-110-410	Section 2.D.2.k
By:	12/18/14	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:	1/1/15	POs	6	Complete poll lists.	135-110-550	Section 2.F.2
On election day:	1/1/15	POs	7	Count ballots, complete ballot results report.	135-110-750	Section 2.F.3
On election day:	1/1/15	ES	Checklist	If automatically re-electing an incumbent, take necessary pictures of election cancellation signs.	135-110-370	Section 2.J.1
By:	1/29/15	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

*** 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.**

2014 ELECTION STATISTICS

2014 ELECTION STATISTICS

- All 45 district elections (100%) were certified at the May Commission meeting.
 - There were no instances of “significant noncompliance”.



2014 ELECTION STATISTICS

- 29 of 45 districts (64%) were able to use WAC 135-110-370 to automatically re-elect their incumbent candidate and call-off their election.
 - This number significantly decreased from prior years and has fluctuated over the past few election cycles:
 - 73% in 2013.
 - 77% in 2012.
 - 40% in 2011.



NUMBER OF CANDIDATES

- There were 44 candidates in 2014.
 - 43 candidates in 2013.
 - 52 candidates in 2012.
 - 57 candidates in 2011.
 - 54 candidates in 2010.
 - 52 candidates in 2009.



OBSERVED ELECTIONS

- Just one out of the sixteen district elections that were held were observed (6%).
 - 17% were observed in 2013.
 - 38% were observed in 2012.



ELECTION CHANGES FOR 2015

ELECTION POLICY CHANGES V. BUDGET PROVISIO PROCESS

- Election Policy changes –
 - **Separate from the Budget Proviso Process.**
 - Follows WSCC policy on policies.
 - Began with issues raised during the 2014 election cycle.
 - At the May WSCC meeting, staff proposed clarifications for July adoption.
 - Those clarifications were adopted at the July WSCC meeting.
- Budget Proviso process -
 - Recommendations on process changes.
 - Due 2014.
 - *“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 AND APPOINTMENT POLICY CHANGES SUMMARY

1. Elections: Due Notice requirement – keep as-is or change it to allow publication in a variety of media.
2. Appointments: Keep appointment application process the same, or change it to allow for electronic signatures or electronic submittal of materials.

ELECTION POLICY CHANGES SUMMARY

1. Due Notice requirement – keep as-is or change it to allow publication in a variety of media.

Commissioners agreed to modify the notice requirement to allow for publication of election materials in a variety of media.

DUE NOTICE - 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. Find candidates.
- January – March
 - Hold election, process paperwork, send paperwork to Commission.
- By end of April
 - All paperwork to Commission (even if late).
- Third Thursday in May
 - Commission announces election winners and appointees.

DUE NOTICE – TRADITIONAL

1. Publish the Intent to Adopt an Election Resolution:
 - In a newspaper, published twice, at least one week apart between publications.
 - Purpose: informs interested persons that the Board will hold a meeting to adopt an election resolution.
2. Hold the meeting, fill in the resolution, then
3. Publish the Adopted Election Resolution:
 - In a newspaper, published twice, at least one week apart between publications.
 - Purpose: informs the public about the time, place, and manner of the election.

DUE NOTICE – MAGIC WORDS

1. Intent to Adopt an Election Resolution:
 - In a newspaper, published twice, at least one week apart between publications.
 - **If the new notice language is used, all subsequent notices can be published on the CD's web site.**
2. Hold the meeting, fill in the resolution, then
3. Publish the Adopted Election Resolution:
 - Either in a newspaper, published twice, at least one week apart between publications, **OR can use the new process for posting on the web site.**

INTENT TO ADOPT AN ELECTION RESOLUTION – MAGIC WORDS

TRADITIONAL

The Ledgerwood Conservation District Board of Supervisors will hold a meeting at [time] on [month] [day], [year] at [address] location to adopt a resolution setting the date, time, and location of an election to fill a Conservation District Supervisor's expiring term.

NEW – “MAGIC WORDS”

The Ledgerwood Conservation District Board of Supervisors will hold a meeting at [time] on [month] [day], [year] at [address] location to adopt a resolution setting the date, time, and location of an election to fill a Conservation District Supervisor's expiring term.

Please note: future election information will be posted ONLY on the Ledgerwood Conservation District web site (INSERT WEB SITE URL).

FORM 5 - VERIFICATION OF DUE NOTICE COMPLIANCE

- FORM 5 – Verification of Due Notice Compliance
 - Revised to include explanation of changes to the notice requirement.
 - New instructions at the top.
 - Took out the wording about the automatic re-election of the incumbent.
 - New sample notice language.
 - “Traditional”
 - “Web site”

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 the 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"/>

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, WAC 135-110-220, and WAC 135-110-370. **New this year: In July 2014, the Commission clarified notice procedures to allow for the adopted election resolution, and all subsequent election notices, to be published on a Districts' web site. Districts who choose this option are required to publish the Intent to Adopt an Election Resolution as usual (twice, at least a week apart, in a newspaper) accompanied by a clear statement in that notice that future election information will be posted ONLY on the districts' web site. Once that is accomplished, districts may then publish any further election notices or materials on their web site.**

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.

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 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)
[Grey box]	[Grey box]

Deleted: 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.

Sample notice of intent to adopt an election resolution that meets the **traditional** minimum requirements:

The Ledgerwood Conservation District Board of Supervisors will hold a meeting at [time] on [month] [day], [year] at [address] location to adopt a resolution setting the date, time, and location of an election to fill a Conservation District Supervisor's expiring term.

Form 5: VERIFICATION OF DUE NOTICE COMPLIANCE

Page 2 of 4

Washington State Conservation Commission, POB 47721, Olympia, WA 98504-7721

Revised: August 2014

Sample notice of intent to adopt an election resolution that meets the **NEW** web site requirements:

The Ledgerwood Conservation District Board of Supervisors will hold a meeting at [time] on [month] [day], [year] at [address] location to adopt a resolution setting the date, time, and location of an election to fill a Conservation District Supervisor's expiring term. Please note: future election information will be posted ONLY on the Ledgerwood Conservation District web site (INSERT WEB SITE URL).

ELECTION MANUAL CHANGE

- Page 11 – revised to include and explanation of changes to the notice requirement.



310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338

Section 2: Elections

A. Information standards

1. Notice of the Intent to Adopt an Election Resolution. A notice of the intent to adopt an election resolution must be published twice, at least six days between each publishing, before the meeting to adopt the Election Resolution can be held. The purpose of this Notice is to inform the public that the District intends to have a meeting at which the date, time, place and manner of the election will be set. WAC 135-110-220. Districts may publish their adopted election resolution, and all subsequent election notices, on a Districts' web site. Districts who choose this option are required to publish the Notice of the Intent to Adopt an Election Resolution as usual (twice, at least a week apart, in a newspaper) accompanied by a clear statement in that notice that future election information will be posted ONLY on the districts' web site. Once that is accomplished, districts may then publish any further election notices or materials on their web site.
2. Election resolution. An election resolution must be provided to the Conservation Commission on or before the candidate filing deadline. WAC 135-110-210(3). The purpose of this Notice is to inform the public, voters and potential candidates of the date, time, place and manner of the election. This Notice must be published twice, at least six days between each publishing, before the candidate filing deadline. However, see the note above in Section 2(A)(1). The form provided for this purpose by the Conservation Commission is Form 1. Conservation districts must provide the following information:
 - a) The name of the conservation district. WAC 135-110-210(2)a.
 - b) The date, physical location (address), and times polls will open and close for each polling place. WAC 135-110-210(2)b.
 - c) The election method(s) selected for the election. WAC 135-110-210(2)c.
 - d) The final date by which voters must request absentee ballots from the district. WAC 135-110-410.
 - e) A list showing the name of each elected and appointed conservation district supervisor with a term expiring in the election and appointment cycle covered by the resolution. WAC 135-110-210(2)d.
 - f) The filing deadline for candidates. WAC 135-110-210(2)e.

APPOINTMENT POLICY CHANGES SUMMARY

2. Keep appointment application process the same, or change it to allow for electronic signatures or electronic submittal of materials.

Commissioners changed this process so that appointment applicants will apply electronically over the internet. They will fill out an electronic form, either on their own or with District assistance. Once completed, the form will be automatically submitted to the Conservation Commission and the appropriate District will receive email confirmation of the application. For full-term appointments, March 31 will be used as the pull-date for applications in the system. Mid-term appointments will be done on an as-needed, rolling basis.

PENDING

FORMS

A NOTE ABOUT TERMINOLOGY

- The term “Election Form or Forms” includes those that we use for appointments as well.
- 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 mid-term elected position vacancy on a board]:
 - *Verification of Qualifications for the Office of Elected Supervisor*

ELECTION FORMS - UNNUMBERED

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

NO SUBSTANTIVE 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you a landowner or operator of a farm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Do you reside within the boundary of the district for which you are applying?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Do you own land within the boundary of the district for which you are applying?	<input type="checkbox"/> Yes <input type="checkbox"/> 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>1. Has due notice of the election resolution been duly published by the conservation district?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>WAC 135-110-370(1)(a)</p>
<p>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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>B. Date of first publication:</p>		
<p>C. Date of second publication:</p>		
<p>D. Date of candidate filing deadline:</p>		
<p>2. Has due notice of the election been duly published by the conservation district?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>WAC 135-110-370(1)(b)</p>
<p>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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>B. Date of first publication:</p>		
<p>C. Date of second publication:</p>		
<p>D. Date of candidate filing deadline:</p>		
<p>3. Was the only person who filed by the candidate filing deadline the incumbent?</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>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)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>B. At the time of filing, the incumbent submitted to the conservation district</p> <ol style="list-style-type: none"> 1. The name of the conservation district; 2. The incumbent's name, residential address, mailing address (if different), and phone number; 3. Whether the person is a registered voter in the county where the conservation 	<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 MID-TERM APPOINTMENT FOR THE OFFICE OF ELECTED SUPERVISOR



WAC 135-110-070

This form is to be used ONLY for verification of qualifications for mid-term appointment by the Conservation District to fill vacant elected supervisor positions. 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:

Your name WAC 135-110-320(2)	Day phone WAC 135-110-320(2)	Cell phone WAC 135-110-320(2)
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Email address	
	<input type="text"/>	
Residential address WAC 135-110-320(2)	Mailing address, if different WAC 135-110-320(2)	
<input type="text"/>	<input type="text"/>	

I am a registered voter in the county where the conservation district is located. WAC 135-110-020(1)

I reside inside the boundary of the conservation district. WAC 135-110-020(1)

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 135-110-320(3)

Signature

Date

ELECTION FORMS - NUMBERED

- 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 to it *****

ELECTION FORMS FOR CANDIDATES

- Candidates whose name will appear on the ballot [Declared, Nominated Candidates] - *Form 2 & 3.*
- Candidates whose names will not appear on the ballot:
 - *Write-in Candidates - Form 2.*
 - *Declared Candidates - 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 **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 the polling place 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**

Pursuant to WAC 165-110-070, no poll site, absentee balloting or mail balloting will be performed. The Walla Walla County Conservation District Board of Supervisors resolved on January 7th, 2013, to proceed with informing the voting public that the incumbent (Jim Reid) 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) 322-0300.

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

FORM 1 - *CD RESOLUTION* *ESTABLISHING ELECTION DATE*

- *No change.*

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 2 - *CANDIDATE INFORMATION* *FOR ELECTED SUPERVISOR POSITION*

- *No change.*

Form 2
CANDIDATE INFORMATION FOR THE OFFICE OF ELECTED SUPERVISOR



WAC 135-110-020

This information is required to determine your eligibility to fill the public office of conservation district supervisor. Your information will be verified by the conservation district, and reviewed by the Washington State Conservation Commission. Please write legibly to avoid problems in determining whether or not you are eligible for this office.

Your name <small>WAC 135-110-0200</small>		Day phone <small>WAC 135-110-0200</small>	Cell phone <small>WAC 135-110-0200</small>
<input type="text"/>		<input type="text"/>	<input type="text"/>
Email address <small>WAC 135-110-0200</small>		<input type="text"/>	
Residential address <small>WAC 135-110-0200</small>		Mailing address, if different <small>WAC 135-110-0200</small>	
<input type="text"/>		<input type="text"/>	
What is the name of the conservation district where you wish to serve? <small>WAC 135-110-0200</small>			
The conservation district is: <input type="text"/>			
Are you a registered voter? <small>WAC 135-110-0200</small> Do you live inside the conservation district? <small>WAC 135-110-0200</small>			
<input type="checkbox"/> I am a registered voter in the county where the conservation district is located.			
<input type="checkbox"/> I reside inside the boundary of the conservation district.			
Which type of candidacy do you choose? <small>WAC 135-110-0200; WAC 135-110-0200</small> Check only one box below			
<input type="checkbox"/> I am running as a declared nominated candidate and wish my name to be shown on the official ballot. I will gather at least 25 qualifying signatures on the nominating petition and provide it to the conservation district by the filing deadline.			
<input type="checkbox"/> I am running as a declared candidate. My name will not be shown on the official ballot, and I will not be providing a nominating petition. Eligible voters will need to enter my name on the ballot for their votes to be counted.			
<input type="checkbox"/> I am an undeclared write-in candidate. I have submitted neither candidate information nor a qualified nominating petition to the conservation district by the filing deadline. I am now submitting this candidate information within four weeks (twenty-eight days) following the first date of election.			
Are you a landowner or operator of a farm? <small>WAC 135-110-0200</small> Check only one box below			
<input type="checkbox"/> I am a landowner or operator of a farm, as defined in the election procedures and WAC 135-110-110.			
<input type="checkbox"/> I am not a landowner or operator of a farm, as defined in the election procedures and WAC 135-110-110.			
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. <small>WAC 135-110-0200</small>			
_____ Signature		_____ Date	

FORM 3 - *NOMINATING PETITION* *FOR ELECTED SUPERVISOR POSITION*

- *No change*
 - *Please note:* 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.

	Nominator name (PRINT) <small>WAC 135-110-3402c</small>	Nominator address (PRINT) <small>WAC 135-110-3402c</small>	Nominator signature <small>WAC 135-110-3402d</small>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

PAGE _____ OF _____

Form 3: NOMINATING PETITION FOR THE OFFICE OF ELECTED SUPERVISOR

FORM 4 - *DISTRICT VERIFICATION OF CANDIDATE ELIGIBILITY FOR ELECTED SUPERVISOR POSITION*

- *No change.*

Form 4
DISTRICT VERIFICATION CANDIDATE AND ELIGIBILITY FOR THE OFFICE OF ELECTED SUPERVISOR FOR THE
 CONSERVATION DISTRICT
CANDIDATE NAME



WAC 135-110-022

1 – Receipt of candidate information WAC 135-110-355(2)b

- The candidate did submit required candidate information by the filing deadline.
- The candidate did not submit required candidate information by the filing deadline.

2 – Receipt of nominating petition WAC 135-110-355(2)c

- The candidate did submit a completed nominating petition by the filing deadline.
- The candidate did not submit a completed nominating petition by the filing deadline.

3 – Verification of candidate eligibility WAC 135-110-355(2)d

- The candidate is a qualified district elector (registered voter living inside the conservation district).
- The candidate is not a qualified district elector.

4 – Verification of statutory board composition WAC 135-110-355(2)e

If this candidate is elected, at least two of the three elected conservation district Supervisors

- will be landowners or farm operators.
- will not be landowners or farm operators.

5 – Verification of nominators on nominating petition WAC 135-110-355(3)

	Enter the total number of individuals who signed the candidate's nominating petition.
--	---

	Enter the total number of nominators found to be qualified district electors.
--	---

6 – Ballot finding

If the answers to sections 1, 2, 3, and 4 are in the affirmative, and the total number of nominators found to be qualified district electors is 25 or more, the candidate's name must be placed on the official ballot.

Election Supervisor signature

Election Supervisor name

Date

FORM 5 - VERIFICATION OF DUE NOTICE COMPLIANCE

- FORM 5 – Verification of Due Notice Compliance
 - Revised to include explanation of changes to the notice requirement.
 - New instructions at the top.
 - Took out the wording about the automatic re-election of the incumbent.
 - New sample notice language.
 - “Traditional”
 - “Web site”

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 the 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"/>

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, WAC 135-110-220, and WAC 135-110-370. **New this year: In July 2014, the Commission clarified notice procedures to allow for the adopted election resolution, and all subsequent election notices, to be published on a Districts’ web site. Districts who choose this option are required to publish the Intent to Adopt an Election Resolution as usual (twice, at least a week apart, in a newspaper) accompanied by a clear statement in that notice that future election information will be posted ONLY on the districts’ web site. Once that is accomplished, districts may then publish any further election notices or materials on their web site.**

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.

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 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"/>

Deleted: 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.

Sample notice of intent to adopt an election resolution that meets the **traditional** minimum requirements:

The Ledgerwood Conservation District Board of Supervisors will hold a meeting at [time] on [month] [day], [year] at [address] location to adopt a resolution setting the date, time, and location of an election to fill a Conservation District Supervisor's expiring term.

Form 5: VERIFICATION OF DUE NOTICE COMPLIANCE

Page 2 of 4

Washington State Conservation Commission, POB 47721, Olympia, WA 98504-7721

Revised: August 2014

Sample notice of intent to adopt an election resolution that meets the **NEW** web site requirements:

The Ledgerwood Conservation District Board of Supervisors will hold a meeting at [time] on [month] [day], [year] at [address] location to adopt a resolution setting the date, time, and location of an election to fill a Conservation District Supervisor's expiring term. Please note: future election information will be posted ONLY on the Ledgerwood Conservation District web site (INSERT WEB SITE URL).

FORM 6 – POLL LIST

- *No change.*
 - *Please note: a separate poll list must be created for each poll site / location and for any absentee ballots received.*

Form 6

POLL LIST

CONSERVATION DISTRICT

POLL TYPE/LOCATION:

DATE:



Washington State
Conservation
Commission

WAC 152-16-020

Polling officers: You must verify the eligibility of each voter before issuing a ballot, clearly record your finding in the box to the right, and write your initials in the space provided. If there is any question of voter eligibility, provide the voter with a contested ballot and explain the procedure to the voter.

Voters: Please write legibly. Your signature on this form means you swear under penalty of perjury under the laws of the State of Washington that you reasonably believe you are a registered voter in the county where the conservation district is located who also resides within the same district's boundary. Please provide your full address so eligibility can be verified during canvassing of returns.

VOTER	NAME (print)	POLLING OFFICER	<input type="checkbox"/> is eligible to vote
	ADDRESS & CITY		<input type="checkbox"/> is not eligible to vote
	SIGNATURE		<input type="checkbox"/> contested ballot issued _____ Polling Officer initials
VOTER	NAME (print)	POLLING OFFICER	<input type="checkbox"/> is eligible to vote
	ADDRESS & CITY		<input type="checkbox"/> is not eligible to vote
	SIGNATURE		<input type="checkbox"/> contested ballot issued _____ Polling Officer initials
VOTER	NAME (print)	POLLING OFFICER	<input type="checkbox"/> is eligible to vote
	ADDRESS & CITY		<input type="checkbox"/> is not eligible to vote
	SIGNATURE		<input type="checkbox"/> contested ballot issued _____ Polling Officer initials
VOTER	NAME (print)	POLLING OFFICER	<input type="checkbox"/> is eligible to vote
	ADDRESS & CITY		<input type="checkbox"/> is not eligible to vote
	SIGNATURE		<input type="checkbox"/> contested ballot issued _____ Polling Officer initials
VOTER	NAME (print)	POLLING OFFICER	<input type="checkbox"/> is eligible to vote
	ADDRESS & CITY		<input type="checkbox"/> is not eligible to vote
	SIGNATURE		<input type="checkbox"/> contested ballot issued _____ Polling Officer initials

FORM 7 – BALLOT RESULTS REPORT

- *No change.*
 - *Please note: a separate ballots results report should be done on each poll site / location and for any absentee ballots received.*

Form 7
BALLOT RESULTS REPORT
 CONSERVATION DISTRICT: [REDACTED]
 POLL TYPE/LOCATION: [REDACTED]
 DATE: [REDACTED]



WAC 125-110-750

BALLOT RESULTS REPORT

Polling officer instructions:

Following the closure of the polls, polling officers must tally valid votes cast.

Candidate name <small>WAC 125-110-750(9)</small>	Type of Candidate (choose one) <small>WAC 125-110-750(9)</small>			Votes counted by type of ballot cast <small>WAC 125-110-750(9), (2)</small>		
	Declared Nominated	Declared Write-In	Undeclared Write-In	Eligible + Disqualified = Total		
				Eligible	Disqualified	Total
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]

Please explain any discrepancies or disqualifications in detail in the box below.

We, the undersigned polling officers (and election supervisor, if the election supervisor also served as a polling officer), do attest by our signatures:

- No ballots were in the ballot box when the polls opened.
- The ballots and ballot box did not leave our control before ballots were counted.
- We counted all ballots cast by voters at this polling location.
- The ballot results above are a true accounting of the unofficial results of this election.

Date	Polling officer name	Polling officer signature
[REDACTED]	[REDACTED]	[REDACTED]

Date	Election Supervisor name	Election Supervisor signature
[REDACTED]	[REDACTED]	[REDACTED]

QUESTIONS, ANSWERS, POINTERS AND TIPS

TIPS ON FORMS

- *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 + FORM 5*: 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 in your notices.

REMINDERS

- *FORM 1 + 7*: Must have two polling officers.
- *FORM 1*: Must provide absentee ballots – can't NOT have them.
- Polls must be open at least 4 hours.

TIPS ON PAPERWORK

- 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:

As required by RCW 89.08.190, a majority of the Board of Supervisors, which notice was properly given, do hereby resolve as described below.

Date(s)	Physical Address and Location

Listed below are the names of supervisors who are eligible to be elected.

Elected Supervisor(s)

Washington State Conservation Commission
 Send Mail To: 1
 Physical Address of

The person appointed to serve as the conservator is:

Name

Phone(s)

Election Manual: Election and Appointment Procedures for Conservation District Supervisors
 Washington State Conservation Commission, P.O. Box 40200, Olympia, WA 98512-0200

Listed below is the candidate filing deadline and the election date.

Candidate Filing Deadline

Date: _____ Time: _____

Listed below election method(s):

Election Method (check all that apply)

Poll Site Mail In Other

The following supervisor(s) affirm this election

Supervisor signature

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.

2015 Election Deadline Calculator

Enter election date: **1/1/2015** Your election must be held between January 1 and March 31, 2015!

When	Date	Who	Form	Action	WAC	Manual
By:	11/12/14	ES	5	Publish the first notice of the intent to adopt an Election Resolution (at least 6 days before the 2 nd notice)	135-110-220(1)	Section 2.D.2
No later than:	11/19/14	ES	5	Publish the second notice of the Intent to Adopt an Election Resolution.*	135-110-220(1)	Section 2.D.2
On:	11/20/14	BOS	1	Hold BOS meeting to adopt the Election Resolution.*	135-110-210	Section 2.D.2
As soon as:	11/21/14	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:	12/3/14	ES	1 & 5	Publish the second notice of the adopted Election Resolution.*	135-110-220(2)	Section 2.D.2
No later than:	12/4/14	ES	1	Deadline for WSCC to receive the adopted Election Resolution.*	135-110-210(3)	Section 2.D.2
By:	12/4/14	C	2	Candidate provides information to CD by the filing deadline.*	135-110-320	Section 2.G
By:	12/4/14	C	3	Candidate provides the nominating petition to CD by filing deadline.*	135-110-340	Section 2.G
On:	12/4/14	N/A	N/A	Candidate filing deadline (at least 4 weeks before election date).*	135-110-330	Section 2.G
As soon as:	12/5/14	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:	12/11/14	ES	N/A	Suggested deadline for voters to request from the District absentee ballots.	135-110-410	Section 2.D.2.k
By:	12/18/14	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:	1/1/15	POs	6	Complete poll lists.	135-110-550	Section 2.F.2
On election day:	1/1/15	POs	7	Count ballots, complete ballot results report.	135-110-750	Section 2.F.3
On election day:	1/1/15	ES	Checklist	If automatically re-electing an incumbent, take necessary pictures of election cancellation signs.	135-110-370	Section 2.J.1
By:	1/29/15	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

* 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/



Latest News

- ◉ Kitsap Conservation District hiring Stream Habitat Program Assistant
- ◉ Presentations available from Managing Dairy Nutrients for Stewardship science symposium
- ◉ Underwood Conservation District Announces Two Job Openings
- ◉ NRCS Launches New Farm Bill Partnership Program

Office of Farmland Preservation



The Office of Farmland Preservation (OFP) was established in 2007 to address the rapid loss of working farm and forest lands in Washington State.

Visit the OFP site to learn about conservation easements, economic incentives for landowners, and more.

[◉ Read More](#)

About Conservation Districts



Conservation Districts are a unique form of non-regulatory government; they match local resource needs with technical financial resources to help landowners with "on-the-ground" conservation projects.

[◉ Read More](#)

Conservation District Resources

- ◉ Budgeting, Accounting, and Reporting System (BARS)
- ◉ Commission Meetings
- ◉ Conservation District Plans & Reports
- ◉ Conservation District Practice Data System (CPDS)
- ◉ District Operations Resources
- ◉ Elections
- ◉ Financial Forms and Templates
- ◉ Grant Opportunities Calendar

Success Stories: Landowners work with Thurston Conservation District to reopen shellfish beds

Success Stories: Landowners work with Pierce Conservation District to improve shellfish harvest area

TAKE AWAY – THE ONE THING

- **If you have a question at all about anything you are doing with regards to elections, please**
 - **Read the Election Manual first, then**
 - **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?



Bill Eller

Election Officer,
Regional Manager,
Washington State
Conservation Commission
beller@scc.wa.gov
509.385.7512
POB 47721
Olympia, WA 98504-7721