Conservation District
Elections and Appointments

2018-2019

Bill Eller, Election Officer
October 2018
Logistics

• All webinar attendees muted

• Use the questions tab on your dashboard to type in questions during the presentation

• We will take questions after the presentation

• Webinar is being recorded and will be posted to Commission’s elections web page
Agenda

- Background
- Last years’ statistics
- Updates and issues for this year -
  - Forgetting to advertise for appointed positions.
  - Forgetting to update election dates on District web pages.
  - Issue Advisories –
    - Public Records Act and absentee ballot lists
    - Washington Voting Rights Act
- Commission’s elections web page changes
- Commission motions – September 20\textsuperscript{th}
  - Election WAC and RCW proposed changes (committee).
The Commission shall establish procedures for elections, canvass the returns and announce the official results thereof.
The Election and Appointment cycle – a simple calendar
August – October:
- Election webinar
- Review procedures, adopt policies
October – December:
- Advertise – before the board meeting
- Adopt – election resolution at the meeting
- Advertise – upcoming election after the meeting
January - March:
- Hold election, process forms
- Appointments – advertise, Mar 31
By end of April:
- Finish processing forms
- EF1 and EF2 should be done
3rd Thursday in May:
- Certify & announce; appointments
- New supervisors begin duties
Statistics
# Conservation District Elections 2018

## January

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
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<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td><strong>Cascadia</strong></td>
<td>18</td>
<td><strong>Columbia Walla Walla</strong></td>
</tr>
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<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>Palouse Rock Lake</td>
<td>25</td>
<td>26</td>
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<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td><strong>Adams</strong></td>
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</table>

## February

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
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<tr>
<td>4</td>
<td>5</td>
<td><strong>Pomeroy</strong></td>
<td>Palouse Whidbey Island</td>
<td>7</td>
<td>8</td>
<td>9</td>
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<tr>
<td>11</td>
<td>12</td>
<td><strong>Foster Creek Grant Kittitas Okanogan South Douglas</strong></td>
<td>14</td>
<td><strong>Lincoln</strong></td>
<td>15</td>
<td><strong>Grays Harbor San Juan Islands</strong></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20 Central Klickitat Skagit Snohomish Underwood</td>
<td>21</td>
<td><strong>Stevens</strong></td>
<td>22</td>
<td>23</td>
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<tr>
<td>25</td>
<td>26</td>
<td>27 Eastern Klickitat</td>
<td>28</td>
<td>Pine Creek</td>
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</table>

## March

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tr>
<td>4</td>
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<td>6</td>
<td>7</td>
<td><strong>Jefferson Lewis Pacific</strong></td>
<td>8</td>
<td>9</td>
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<tr>
<td>11</td>
<td>12</td>
<td>13 Clallam Benton Spokan Whatcom</td>
<td>14</td>
<td></td>
<td>15</td>
<td><strong>Clark</strong></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20 Franklin King North Yakima</td>
<td>21</td>
<td><strong>Cowlitz South Yakima</strong></td>
<td>22</td>
<td><strong>Pierce Wahkiakum</strong></td>
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<td>25</td>
<td>26</td>
<td>27 Ferry</td>
<td>28</td>
<td>Mason</td>
<td>29</td>
<td>30</td>
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<td></td>
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<td></td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>
Automatic Re-Election of Incumbents

• No other candidate files by the filing deadline, plus

• PF-A – candidate information, plus

• PF-B – 25 valid nominators

• 58% (26 of 45 CD’s) re-elected incumbents.
Percent of CDs Automatically Re-electing Their Incumbent

<table>
<thead>
<tr>
<th>Year</th>
<th>Percent</th>
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<tbody>
<tr>
<td>2011</td>
<td>40</td>
</tr>
<tr>
<td>2012</td>
<td>77</td>
</tr>
<tr>
<td>2013</td>
<td>73</td>
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<tr>
<td>2014</td>
<td>64</td>
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<tr>
<td>2015</td>
<td>71</td>
</tr>
<tr>
<td>2016</td>
<td>78</td>
</tr>
<tr>
<td>2017</td>
<td>76</td>
</tr>
<tr>
<td>2018</td>
<td>58</td>
</tr>
</tbody>
</table>
Number of Candidates

2009: 52
2010: 54
2011: 57
2012: 52
2013: 43
2014: 44
2015: 45
2016: 43
2017: 47
2018: 50

Number of Candidates
Of Elections Held, Percent Observed by Commission Staff
In 19 CD elections, approximately 7,200* ballots were cast.

*Whatcom, Thurston

Over 5,000 ballots last year.
Changes, updates, issues, Commission motions from September 20, 2018
Issue: forgetting to advertise for full-term appointed positions

Solution: reminders
<table>
<thead>
<tr>
<th>When</th>
<th>Date</th>
<th>Who</th>
<th>Form, Checklist or Appendix</th>
<th>Action</th>
<th>WAC</th>
<th>Manual Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>By</td>
<td>11/12/18</td>
<td>ES</td>
<td>Appendix B</td>
<td>Decide if the notice of an appointed position vacancy will be combined and published at the same time as the notice of the intent to adopt an Election Resolution (see EM Section 3 (E))</td>
<td>EM Section 3 (E)</td>
<td>37, 47</td>
</tr>
<tr>
<td>By</td>
<td>11/12/18</td>
<td>ES</td>
<td>Appendix B</td>
<td>Publish the first notice of the intent to adopt an Election Resolution (at least 6 days before the 2nd notice below).</td>
<td>135-110-220(1)</td>
<td>47</td>
</tr>
<tr>
<td>No later than</td>
<td>11/19/18</td>
<td>ES</td>
<td>Appendix B</td>
<td>Publish the second notice of the intent to adopt an Election Resolution.*</td>
<td>135-110-220(1)</td>
<td>47</td>
</tr>
<tr>
<td>On</td>
<td>11/20/18</td>
<td>BOS</td>
<td>Appendix D</td>
<td>Hold BOS meeting to adopt the Election Resolution.*</td>
<td>135-110-210</td>
<td>52</td>
</tr>
<tr>
<td>As soon as</td>
<td>11/21/18</td>
<td>ES</td>
<td>Appendix B</td>
<td>Publish the first notice of the adopted Election Resolution (at least 6 days before the 2nd notice below).</td>
<td>135-110-220(2)</td>
<td>47</td>
</tr>
<tr>
<td>No later than</td>
<td>12/3/18</td>
<td>ES</td>
<td>Appendix B</td>
<td>Publish the second notice of the adopted Election Resolution.*</td>
<td>135-110-220(2)</td>
<td>47</td>
</tr>
<tr>
<td>No later than</td>
<td>February 1</td>
<td>ES</td>
<td>Appendix B</td>
<td>Ensure that the notice of a vacant appointed position has been properly advertised.</td>
<td>EM Section 3 (E)</td>
<td>37, 47</td>
</tr>
<tr>
<td>By</td>
<td>12/4/18</td>
<td>C</td>
<td>PF-A</td>
<td>Candidate provides information to CD by the filing deadline.*</td>
<td>135-110-320</td>
<td>29</td>
</tr>
<tr>
<td>By</td>
<td>12/4/18</td>
<td>C</td>
<td>PF-B</td>
<td>Candidate provides the nominating petition and candidate statement (if CD allows) to CD by filing deadline.*</td>
<td>135-110-340</td>
<td>29</td>
</tr>
<tr>
<td>On</td>
<td>12/4/18</td>
<td>N/A</td>
<td>EF1</td>
<td>Candidate filing deadline (at least 4 weeks before election date).</td>
<td>135-110-330</td>
<td>14</td>
</tr>
<tr>
<td>No later than</td>
<td>12/4/18</td>
<td>ES</td>
<td>EF1</td>
<td>Deadline for the ES to submit election data from the adopted Election Resolution to the WSCC.*</td>
<td>135-110-210(3)</td>
<td>14</td>
</tr>
<tr>
<td>As soon as</td>
<td>12/5/18</td>
<td>ES</td>
<td>Checklist 2</td>
<td>ES determines if the CD must automatically re-elect their incumbent.</td>
<td>135-110-370</td>
<td>57</td>
</tr>
<tr>
<td>Before printing ballots</td>
<td></td>
<td>ES</td>
<td>Checklist 1</td>
<td>Verify each candidate is qualified to serve.</td>
<td>135-110-355</td>
<td>56</td>
</tr>
<tr>
<td>Before printing ballots</td>
<td></td>
<td>ES</td>
<td>Checklist 1</td>
<td>Verify each candidate’s nomination petition.</td>
<td>135-110-355(3)</td>
<td>56</td>
</tr>
<tr>
<td>By</td>
<td>12/11/18</td>
<td>ES</td>
<td>Appendix A, EF1</td>
<td>Suggested deadline for voters to request from the CD absentee ballots.</td>
<td>135-110-410</td>
<td>43</td>
</tr>
<tr>
<td>By</td>
<td>12/18/18</td>
<td>ES</td>
<td>Appendix A, EF1</td>
<td>Suggested deadline for the CD to have sent out to voters all requested absentee ballots.</td>
<td>135-110-520</td>
<td>43</td>
</tr>
<tr>
<td>On election day</td>
<td>1/1/19</td>
<td>POs</td>
<td>PF-C</td>
<td>Complete poll lists.</td>
<td>135-110-590</td>
<td>27</td>
</tr>
<tr>
<td>On election day</td>
<td>1/1/19</td>
<td>POs</td>
<td>Checklist 3 &amp; EF2</td>
<td>Count ballots, complete Checklist 3 for each poll site, transmit results to WSCC.</td>
<td>135-110-750</td>
<td>28</td>
</tr>
<tr>
<td>On election day</td>
<td>1/1/19</td>
<td>ES</td>
<td>Checklist 2</td>
<td>If automatically re-electing an incumbent, take necessary pictures of election cancellation signs.</td>
<td>135-110-370</td>
<td>57</td>
</tr>
<tr>
<td>No later than</td>
<td>March 31</td>
<td>A</td>
<td>AF1</td>
<td>Use AF1 online to apply for appointed positions on conservation district boards.</td>
<td>EM Section F</td>
<td>38-39</td>
</tr>
<tr>
<td>No later than</td>
<td>1/29/19</td>
<td>ES</td>
<td>Appendix B, EF2</td>
<td>Provide Due Notice compliance.</td>
<td>135-110-220</td>
<td>47</td>
</tr>
<tr>
<td>No later than</td>
<td>1/20/19</td>
<td>ES</td>
<td>EF2</td>
<td>Deadline for EF2 to the WSCC. Paper forms and checklists remain at the CD.</td>
<td>135-110-750</td>
<td>14</td>
</tr>
</tbody>
</table>

Abbreviations: C = Candidate; BOS = CD board of supervisors; ES = Election Supervisor; POs = Polling Officer; EF = Electronic Form; PF = Paper Form; A = Appointee Applicants

* 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.

# If the BOS has chosen to publish all notices after the intent to adopt the election resolution on-line, than the publication of the second notice of the adopted election resolution is the same as the first.

For forms and procedures, please visit: [http://www.scc.wa.gov/elections](http://www.scc.wa.gov/elections)
Election and Appointment Procedures
For Conservation District Supervisors

Election Supervisor Master Checklist for Elections

Note: page numbers are given for general reference only. There may be other relevant sections of the election manual, WAC, or other election guidance that apply to each item. The election supervisor is expected to be familiar with the entire election manual, WAC, and other election materials. Items without page numbers are considered “best practices.”

BEFORE THE ELECTION

☐ Review district election policy and procedures. In those election policy areas that are left to the Districts to determine, craft and adopt needed policies and procedures. Appendix A - Sample Absentee Ballot, Appendix C - Sample Candidate Information Template, Appendix D - Sample Election Resolution, Pgs 17, 20, 22, 25

☐ Use the Election Calculator to determine potential election cycle deadlines based on a Districts’ proposed election date.

☐ Publish the Notice of the Intent to Adopt an Election Resolution. EF1, Appendix B – Due Notice Compliance Notice Examples, Pgs 2, 11, 16-17, 19, 47

☐ Set the parameters of your election at a Board meeting. EF1, Appendix D - Sample Election Resolution, Pg 2

☐ If an appointed position’s term on the Conservation District Board will expire this current election cycle, decide if the Notice of the Adopted Election Resolution will also include an advertisement that there will be a vacant appointed position available and the deadline to apply is March 31. AF-1, Appendix B – Due Notice Compliance Notice Examples, Pgs 2, 11, 35

☐ Publish the Notice of the Adopted Election Resolution. EF1, Appendix B – Due Notice Compliance Notice Examples, Pgs 2, 11, 16-17, 19, 47

☐ If an appointed position’s term on the Conservation District Board will expire this current election cycle, encourage applicants to apply before the March 31 deadline.

☐ Encourage your conservation district supervisors to seek out potential election candidates before the candidate filing deadline.

☐ Determine if the incumbent is going to pursue re-election.
Issue: forgetting to change last years’ election date to the new date, and / or not changing all the election dates listed on the Districts’ web page.

Solution: simplify – have only one location on your web page where you update your election date.
McIntyre Family Farms Tour

October 13, 10-12:30 pm.

Join us at McIntyre Family Farms to learn about how they are using the five principles of soil health to improve their production and create healthy food for the community. We will check out their cover crops, animal rotation system, and see how this way of farming is beneficial to the environment.

Get tickets here

Radical Mycology: Peter McCoy at Boise State

October 15, 6pm. In the Hatch Ballroom of Boise State Student Union. FREE

Peter McCoy speaks on behalf of the fungi, the most overlooked and misrepresented organisms in the web of life. An interdisciplinary, systems-oriented mycology educator with 16 years of accumulated study and experience, Peter is an original founder of Radical Mycology, a grassroots organization and movement that teaches the many ways to work with fungi for personal, societal, and ecological resilience. Peter is the lead cultivation expert for the Amazon Mycorenewal Project and the mycology advisor to Open Source Ecology and Permaculture Magazine. North American Agent for BioM ETH with Fungi in Action.
2018 Supervisor Election

- Nomination petitions must be received by Monday, Oct 15, 2018 at 4:00pm
- Ballots must be received by Wednesday, Nov 21, 2018 at 4:00pm and will be counted at the board of Supervisor meeting that evening.

Board of Supervisors

Knox-Lincoln Soil & Water Conservation District is guided by a volunteer board of local landowners - three elected and two appointed supervisors - who each serve overlapping, three-year terms. Supervisors are registered resident voters of Knox or Lincoln counties and are responsible for guiding the District’s business affairs and operations. Elected and appointed supervisors, along with non-elected associate supervisors, oversee technical assistance projects; education, outreach, and conservation programs; and set priorities for District employees.

A general election - open to all registered voters residing in Knox and Lincoln counties - is held each fall to fill the vacancy for the elected supervisor whose term is expiring.

THIS YEAR WE ARE SEEKING NOMINATIONS FOR TWO ELECTED SUPERVISORS and an APPOINTED SUPERVISOR.

Anyone interested in running for the office of supervisor or voting in the election must be a resident registered voter within the boundaries of the Knox-Lincoln Soil & Water Conservation District (SWCD). Candidates need have only an interest in conservation and a willingness, at a minimum, to participate in a monthly board meeting at the District office at 893 West St in Rockport. To run for an elected position, a candidate must submit a short biography and a nomination petition signed by 25 Knox and/or Lincoln county residents.

For appointed positions, the Knox-Lincoln SWCD Board of Supervisors submits up to three names of interested individuals to the Department of Agriculture, Conservation and Forestry, which chooses the appointee.

In addition, the SWCD Board welcomes Associate Supervisors, non-voting members appointed by the Board, who may have an interest in the general activities of the District or a specific area of interest or expertise to share.

TO BE NOMINATED AND VOTE:

1. Click links to download Nomination Petition, Appointee Form and ballots or contact the District office.
2. Candidates must submit completed nomination petitions and biographical information to the District office by 4:00 pm on Monday, October 15, 2018, after which candidates will be posted here.
3. Ballots must be received at the District office no later than 4:00 pm on Wednesday, November 21, 2018 and will be counted at our monthly board meeting on that date.
<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Event Description</th>
<th>Time(s)</th>
<th>Location(s)</th>
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<tbody>
<tr>
<td>August</td>
<td>1</td>
<td>Pollinator Habitats for Midcoast Farms</td>
<td>5:00-7:00pm</td>
<td>Morning Dew Farm, Newcastle</td>
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<td></td>
<td>18-25</td>
<td>Union Fair</td>
<td></td>
<td>Union Fairgrounds</td>
</tr>
<tr>
<td>September</td>
<td>3</td>
<td>Labor Day - Office closed</td>
<td></td>
<td>Pickup locations TBA</td>
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<td></td>
<td>8</td>
<td>Conservation Tour of Lincoln County</td>
<td>8:00am - 4:00pm</td>
<td>893 West St, Rockport</td>
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<tr>
<td></td>
<td>19</td>
<td>District Board Meeting - Public Welcome</td>
<td>6:30 - 8:30pm</td>
<td>893 West St, Rockport</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Conservation Education Fair</td>
<td>9:30am-1:00pm</td>
<td>Union Fairgrounds</td>
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<tr>
<td></td>
<td>29</td>
<td>Farming and Carnivores: Managing Whole Farm Biodiversity</td>
<td>CANCELLED</td>
<td>Pumpkin Vine Family Farm, Somerville</td>
</tr>
<tr>
<td>October</td>
<td>8</td>
<td>Columbus Day - Office closed</td>
<td></td>
<td>Jewell Lodge, Camp Wavus</td>
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<tr>
<td></td>
<td>17</td>
<td>Annual Awards Banquet</td>
<td>5-8:30pm</td>
<td>Jewell Lodge, Camp Wavus</td>
</tr>
<tr>
<td></td>
<td>TBA</td>
<td>Erosion &amp; Sedimentation Control for Contractors</td>
<td>Spring 2019</td>
<td>TBA</td>
</tr>
<tr>
<td>November</td>
<td>7</td>
<td>Non-Traditional Solutions to Gravel Road Problems</td>
<td>9:00am - 3:00pm</td>
<td>Jefferson Fire Department</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Veterans Day - Office closed</td>
<td>6:30 - 8:30pm</td>
<td>893 West St, Rockport</td>
</tr>
<tr>
<td></td>
<td>TBA</td>
<td>District Board Meeting - Public Welcome</td>
<td></td>
<td>893 West St, Rockport</td>
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<td>22-23</td>
<td>Happy Thanksgiving - Office closed</td>
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</tr>
<tr>
<td>December</td>
<td>19</td>
<td>District Board Meeting - Public Welcome</td>
<td>6:30 - 8:30pm</td>
<td>893 West St, Rockport</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Happy Holidays - Office closed</td>
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<td></td>
</tr>
</tbody>
</table>
Survey of how CD elections and appointments are presented on CD web pages – all public information
Issue: requests for disclosure of emails and phone numbers for persons requesting absentee ballots under the Public Records Act.

Solution: don’t gather emails or phone numbers.
Conservation District Elections

Issue Advisory 01-18

The Public Records Act and Lists of Absentee or Mail-in Ballot Requestors

Date: March 3, 2018
Re: Whether records kept by conservation districts, of voters who request absentee or mail-in ballots, are disclosable under the Public Records Act.

Question:

Are records kept by conservation districts of voters who request absentee or mail-in ballots disclosable under the Public Records Act?¹

Short Answer:

Yes.

Background:

Under the state Public Records Act (PRA), each agency shall make records available for public inspection unless the record falls within a specific statutory exemption.² An “agency” includes local agencies, which are defined to include special purpose districts and local municipal corporations.³ A “public record” includes any writing containing information relating to the conduct of government or the performance of any government function.⁴ Conservation districts are governmental subdivisions of the state exercising public powers.⁵

¹ RCW Chapter 42.56
² RCW 42.56.070
³ RCW 42.56.010(1)
Update: ESSB 6002 – WA State Voting Rights Act

Effect on CDs: none at this time – information only
CERTIFICATION OF ENROLLMENT

ENGROSSED SUBSTITUTE SENATE BILL 6002

Chapter 113, Laws of 2018

65th Legislature
2018 Regular Session

VOTING RIGHTS

EFFECTIVE DATE: June 7, 2018

Passed by the Senate March 5, 2018
Yeas 29  Nays 20

CERTIFICATE

I, Brad Hendrickson, Secretary of the Senate of the State of
Conservation District Elections

Issue Advisory 02-18

The Washington Voting Rights Act of 2018 and Conservation District Elections

Date: June 25, 2018

Question:
What effect does the Washington Voting Rights Act of 2018 (ESSB 6002) have on conservation district elections?¹

Short Answer:
None at this time, but a CD could choose to take corrective action or be challenged to take corrective action.

Background:

The WVRA allows political subdivisions of the state to remedy potential electoral issues so that minority groups have an equal opportunity to elect candidates of their choice or influence the outcome of an election.³ This is done by the political subdivision in one of two ways, either:

¹ ESSB 6002, effective June 7, 2018
September 20, 2018 SCC motions

- Guidance policy on campaigning and
- Sample recruitment policy available for CD adoption.
- Added to page 22 of the Election & Appointment Manual.
Campaigning is not the same as recruiting candidates. Conservation district staff and supervisors may recruit candidates to serve on the conservation district board in either elected or appointed positions.

Candidates for elected positions can come from any segment of society, provided they are qualified district electors and otherwise eligible to serve on the conservation district board.

Candidates for appointed positions can come from any segment of society, provided they are registered voters in Washington State and otherwise eligible to serve on the conservation district board.

While conservation district supervisors and staff may recruit candidates to serve on the conservation district board, they must not take an official position on an active candidate for an elected position, as per WAC 135-110-150. An active candidate is someone who has submitted PF-A to the conservation district in the current election.
Sample Candidate Recruitment Policy:

Conservation districts are free to set policies related to the recruitment of candidates for conservation district elected and appointed positions, provided those policies are not in violation of the Commission’s election and appointment policies and procedures. Below is an example of a policy that could be used related to the recruitment of candidates.

Conservation district staff and supervisors may recruit candidates to serve on the conservation district board in either an elected or appointed positions. Campaigning is not the same as recruiting candidates.

Conservation district staff may distribute informational materials related to their upcoming election, during the normal course of their work duties, provided they do not violate election policy and WAC 135-110-150.

Conservation district supervisors should seek opportunities to recruit candidates to serve on the conservation district board in either an elected or appointed positions, provided that they do not violate election policy and WAC 135-110-150.
m) The conservation district must be able to show or describe the legal boundary of the conservation district to any voter or to any representative of the Conservation Commission, upon demand.

n) Campaigning is not the same as recruiting candidates. Conservation district staff and supervisors may recruit candidates to serve on the conservation district board in either elected or appointed positions. Candidates for elected positions can come from any segment of society, provided they are qualified district electors and otherwise eligible to serve on the conservation district board. Candidates for appointed positions can come from any segment of society, provided they are registered voters in Washington State and otherwise eligible to serve on the conservation district board. While conservation district supervisors and staff may recruit candidates to serve on the conservation district board, they must not take an official position on an active candidate for an elected position, as per WAC 135-110-150. An active candidate is someone who has submitted PF-A to the conservation district in the current election. Sample Candidate Recruitment Policy:

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Conservation district supervisors should seek opportunities to recruit candidates to serve on the conservation district board in either an elected or appointed positions, provided that they do not violate election policy and WAC 135-110-150.

3. Before a mail-in (or remote) election

a) A conservation district holding a mail-in election must appoint an election supervisor and have declared at least one poll site.

b) Double-envelope voting (or the secure electronic equivalent) is required for mail-in/remote elections.

   i) A double-envelope system meeting the requirements for contested balloting must be used by the conservation district in the mail-in election.

   ii) Provision must be made for the outer envelope to show or contain sufficient information to identify the voter. The voter should print his or her name and address as registered with the County Auditor.
September 20, 2018 SCC motions

- **WAC changes**
  - Committee
    - 2 CD supervisors
    - 2 CD staffers
    - 2 SCC staffers
  - Monthly meetings
  - Changes proposed in May or July for next election and appointment cycle.
September 20, 2018 SCC motions

• **RCW change** – Amend RCW Chapter 42.56 – confidentiality of email addresses and phone numbers on CD ballot request lists.
  – Already an issue advisory (#01-18), but only a best practice, not a permanent fix.
  – WCC staff will work on a legislative fix during the next session.
  – Follow the issue advisory (#01-18) – posted on the SCC web page under the “More Background on Elections” tab.
September 20, 2018 SCC motions

• Put on hold - establishing a date change for conservation district elections – either one common day or one common week.
• The discussion was suspended with no date set for it to resume.
Resources on the Web
# Election Calculator

## 2019 Election & Appointment Deadline Calculator

**Enter election date:** 1/1/2019  
*Your election must be held between January 1 and March 31, 2019!*

<table>
<thead>
<tr>
<th>When</th>
<th>Date</th>
<th>Who</th>
<th>Form, Checklist or Appendix</th>
<th>Action</th>
<th>WAC</th>
<th>Manual Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>By:</td>
<td>11/12/18</td>
<td>ES</td>
<td>Appendix B</td>
<td>Decide if the notice of an appointed position vacancy will be combined and published at the same time as the notice of the intent to adopt an Election Resolution (see EM Section 3 (E))</td>
<td>EM Section 3 (E)</td>
<td>37, 47</td>
</tr>
<tr>
<td>By:</td>
<td>11/12/18</td>
<td>ES</td>
<td>Appendix B</td>
<td>Publish the first notice of the intent to adopt an Election Resolution (at least 6 days before the 2nd notice below).*</td>
<td>135-110-220(1)</td>
<td>47</td>
</tr>
<tr>
<td>No later than:</td>
<td>11/19/18</td>
<td>ES</td>
<td>Appendix B</td>
<td>Publish the second notice of the Intent to Adopt an Election Resolution.*</td>
<td>135-110-220(1)</td>
<td>47</td>
</tr>
<tr>
<td>On:</td>
<td>11/20/18</td>
<td>BOS</td>
<td>Appendix D</td>
<td>Hold BOS meeting to adopt the Election Resolution.*</td>
<td>135-110-210</td>
<td>52</td>
</tr>
<tr>
<td>As soon as:</td>
<td>11/21/18</td>
<td>ES</td>
<td>Appendix B</td>
<td>Publish the first notice of the adopted Election Resolution (at least 6 days before the 2nd notice below).*</td>
<td>135-110-220(2)</td>
<td>47</td>
</tr>
<tr>
<td>No later than:</td>
<td>12/3/18</td>
<td>ES</td>
<td>Appendix B</td>
<td>Publish the second notice of the adopted Election Resolution.*#</td>
<td>135-110-220(2)</td>
<td>47</td>
</tr>
<tr>
<td>No later than:</td>
<td>February 1</td>
<td>ES</td>
<td>Appendix B</td>
<td>Ensure that the notice of a vacant appointed position has been properly advertised.</td>
<td>EM Section 3 (E)</td>
<td>37, 47</td>
</tr>
<tr>
<td>By:</td>
<td>12/4/18</td>
<td>C</td>
<td>PF-A</td>
<td>Candidate provides information to CD by the filing deadline.*</td>
<td>135-110-320</td>
<td>29</td>
</tr>
<tr>
<td>By:</td>
<td>12/4/18</td>
<td>C</td>
<td>PF-B</td>
<td>Candidate provides the nominating petition and candidate statement (if CD allows) to CD by filing deadline.*</td>
<td>135-110-340</td>
<td>29</td>
</tr>
<tr>
<td>On:</td>
<td>12/4/18</td>
<td>N/A</td>
<td>EF1</td>
<td>Candidate filing deadline (at least 4 weeks before election date).*</td>
<td>135-110-330</td>
<td>14</td>
</tr>
<tr>
<td>No later than:</td>
<td>12/18/18</td>
<td>ES</td>
<td>EF1</td>
<td>Deadline for the ES to submit election data from the adopted Election Resolution to the WSCC.*</td>
<td>135-110-210(3)</td>
<td>14</td>
</tr>
<tr>
<td>As soon as:</td>
<td>12/5/18</td>
<td>ES</td>
<td>Checklist 2</td>
<td>ES determines if the CD must automatically re-elect their incumbent.</td>
<td>135-110-370</td>
<td>57</td>
</tr>
<tr>
<td>Before printing ballots</td>
<td>ES</td>
<td>Checklist 1</td>
<td>Verify each candidate is qualified to serve.</td>
<td>135-110-355</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>Before printing ballots</td>
<td>ES</td>
<td>Checklist 1</td>
<td>Verify each candidate's nomination petition.</td>
<td>135-110-355(3)</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>By:</td>
<td>12/11/18</td>
<td>ES</td>
<td>Appendix A, EF1</td>
<td>Suggested deadline for voters to request from the CD absentee ballots.</td>
<td>135-110-410</td>
<td>43</td>
</tr>
<tr>
<td>By:</td>
<td>12/18/18</td>
<td>ES</td>
<td>Appendix A, EF1</td>
<td>Suggested deadline for the CD to have sent out to voters all requested absentee ballots.</td>
<td>135-110-520</td>
<td>43</td>
</tr>
<tr>
<td>On election day:</td>
<td>1/1/19</td>
<td>POs</td>
<td>PF-C</td>
<td>Complete poll lists.</td>
<td>135-110-550</td>
<td>27</td>
</tr>
<tr>
<td>On election day:</td>
<td>1/1/19</td>
<td>POs</td>
<td>Checklist 3 &amp; EF2</td>
<td>Count ballots, complete Checklist 3 for each poll site, transmit results to WSCC.</td>
<td>135-110-750</td>
<td>28</td>
</tr>
<tr>
<td>On election day:</td>
<td>1/1/19</td>
<td>POs</td>
<td>Checklist 3 &amp; EF2</td>
<td>If automatically re-electing an incumbent, take necessary pictures of election cancellation signs.</td>
<td>135-110-370</td>
<td>57</td>
</tr>
<tr>
<td>No later than:</td>
<td>March 31</td>
<td>A</td>
<td>AF1</td>
<td>Use AF1 online to apply for appointed positions on conservation district boards.</td>
<td>EM Section F</td>
<td>38-39</td>
</tr>
<tr>
<td>No later than:</td>
<td>1/29/19</td>
<td>ES</td>
<td>Appendix B, EF2</td>
<td>Provide Due Notice compliance.</td>
<td>135-110-220</td>
<td>47</td>
</tr>
<tr>
<td>No later than:</td>
<td>1/29/19</td>
<td>ES</td>
<td>Appendix B, EF2</td>
<td>Deadline for EF2 to the WSCC. Paper forms and checklists remain at the CD.</td>
<td>135-110-750</td>
<td>14</td>
</tr>
</tbody>
</table>

**Abbreviations:**  
C = Candidate; BOS = CD board of supervisors; ES = Election Supervisor; POs = Polling Officer; EF = Electronic Form; PF = Paper Form; A = Appointee Applicants

*PLEASE NOTE: These times are minimums; the BOS can set a new time (WAC 135-110-300(2)); if they do so, all * dates will have to be adjusted accordingly.

# if the BOS has chosen to publish all notices after the intent to adopt the election resolution on-line, than the publication of the second notice of the adopted election resolution is the same as the first.

For forms and procedures, please visit: [http://www.scc.wa.gov/elections](http://www.scc.wa.gov/elections)
Chapter 135-110 WAC
Election and replacement of conservation district supervisors

Complete Chapter

WAC Sections

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 Concession 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 Concession district must hold elections.
135-110-210 Concession district must adopt election resolution.
135-110-220 Due notice required before and after election resolution.
135-110-230 Concession district appoints election supervisor.
135-110-240 Election may be on-site, remote, or both.
135-110-250 Voting must be accessible.

CANDIDATE ELIGIBILITY, FILING, NOMINATION, VERIFICATION, WITHDRAWAL

135-110-300 Every candidate must be a qualified district elector.
135-110-310 Some candidates must be landowners or farm operators.
135-110-320 Submission of candidate information required to be elected.
Revised Elections and Appointments web page
Register to Vote!
MyVote.wa.gov

It's National Voter Registration Month!

Next Election
November 6
Ballots mailed out October 19

Dates & Deadlines
October 8
Deadline for online & mail-in voter registration, address changes and other updates.

October 19
Start of 10-day voting period (through Election Day). Ballots are mailed out and Accessible Voting Units (AVUs) are available at voting centers.

October 29
Deadline for new Washington State voter registration (in person only).

November 6
General Election

ELECTION DATES & DEADLINES
ELECTION CALENDAR

Apps & More
Elections and Appointments

Welcome to the Conservation Commission’s conservation district (CD) elections and appointments web page. Here you’ll find information and resources for voters, candidates/applicants for CD board positions, and election administrators.

Each CD in Washington is governed by a board of five members, referred to as “supervisors.” Three supervisors are elected locally by the public. Two are appointed by the Conservation Commission. At least two of the elected and one of the appointed supervisors must be local landowners or operators of a farm. The term of office is three years. Supervisors serve without compensation — they are volunteers.

- Interested in running for a position on your CD’s board of supervisors? Please review and follow this Guide to Elections for Conservation District Candidates.
- Learn about Conservation District Supervisor Responsibilities.

Comments / Questions

- Use the Election Feedback Form to comment on or report an issue with CD elections.
- Questions about CD elections? Contact Bill Eller (509-385-7512).
Conservation District Candidates
Guide to Elections

- Where to File for Office
- Complete Your Candidate Information
- Campaigning, Candidate Statements, and Withdrawing

Conservation District Applicants
Guide to Appointments

- Where and How to File for an Appointed Position
- Qualifications to Serve as an Appointed Supervisor
Conservation District Election and Appointment
Motions from the Conservation Commission Meeting

September 20, 2018

At its September 20, 2018 meeting, the Conservation Commission passed a number of election and appointment related motions that will affect future conservation district election and appointment process, policy and procedure. A summary of each motion and its effects is below.

Guidance Policy on Campaigning

**Motion:** Motion by Commissioner Beale to adopt the change to the Election and Appointment Manual related to campaigning during an election, as presented and set out by staff. Seconded by Commissioner Crose. Motion passed.

**Background:** Commission staff proposed a change to conservation district election policy related to campaigning for inclusion in the Election Manual with accompanying sample policy for conservation districts. During the last election cycle, issues arose around campaigning versus recruiting candidates by conservation district staff and supervisors.

**Effect:** The following language and sample policy will be included in the Election Manual. Conservation districts may adopt the sample policy related to campaigning during an election:

Language to be added to the Election Manual:

_Campaigning is not the same as recruiting candidates._ Conservation district staff and
Questions?

Contact:

Bill Eller
Election Officer
beller@scc.wa.gov
509.385.7512