

# Conservation District Election & Appointment Process Generally CD Perspective

**AUG / SEPT**

## CD REVIEWS

- 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.
- Use the Election Calculator to determine potential election cycle deadlines based on a Districts' proposed election date.
- Attend the SCC's Election & Appointment webinar



**OCT / DEC**

## CD PREPARES

- Publish the Notice of the Intent to Adopt an Election Resolution.
- Set the parameters of your election at a Board meeting.
- 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.
- Publish the Notice of the Adopted Election Resolution.
- If the District has chosen to publish all further election notices on-line, check to make sure that the information posted on-line about the election has been updated to the current date, time, place and manner of election for this year.
- 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.
- Provide PF-A and PF-B to potential candidates. Encourage them to obtain the 25 valid nominating signatures so that their name can appear pre-printed on the ballot.



## JAN / MAR

### CD PERFORMS BEFORE THE ELECTION

- Verify, for each candidate, that eligibility requirements have been met and, for declared nominated candidates, direct whether or not to place the name of the candidate on the ballot.
- Inform candidates found to be ineligible of the reasons for the ineligibility. Ensure that ineligible candidates' names do not appear on the official ballot. If candidate lacks sufficient nominators on the nominating petition, or does not submit a nominating petition, the candidate must be considered a declared write-in candidate and the candidate must be so informed.
- If the only candidate to file PF-A and PF-B by the candidate filing deadline was the incumbent, determine if the incumbent will be automatically re-elected through WAC 135-110-370.
- If the incumbent will be automatically re-elected (meaning all provisions of WAC 135-110-370 are met and Checklist 2 is completed), the election must be cancelled and no other election activities may be performed. The district must inform the public that the incumbent has been re-elected.
- Encourage candidates to inform voters of the candidate's desire and qualifications to be elected to the office of conservation district supervisor.
- Decide if the district will publish candidate statements.
- Create the official election ballot.
- Decide if the district will provide ballots to a pre-determined list of voters. If it will, then do so.
- Provide absentee ballots to voters who request them.
- Obtain the list of current registered voters from the County Auditor or Secretary of State.
- If holding a mail-in (or remote) election, use the double-envelope voting system.
- Process mail-in and/or absentee ballots.
- Ensure the poll site location is available and otherwise functional as a poll site location.
- Confirm that the following resources will be available at each poll site:
  - Sufficient ballots for the expected number of voters;
  - A reasonable supply of contested ballots (double-envelope system);
  - A ballot box;
  - Voting booth or other means of assuring votes can be cast privately;
  - A list of registered voters (voter list);
  - A map or description of the conservation district legal boundary;
  - A copy of the election manual; and
  - Poll list forms (PF-D)
  - Error! Reference source not found..**
- Decide whether or not to declare emergency when adverse conditions may negatively affect the health or safety of voters or the timely return of absentee ballots.
- Before the polls open, review with polling officers the procedures for verifying voters, issuing ballots, issuing contested ballots, and tallying and recording election results.
- Confirm due notice requirements have been satisfied. Use election calculator.
- Submit EF1 by the candidate filing deadline. Confirm that the election resolution has been provided to the Conservation Commission by the candidate filing deadline.



## JAN / MAR

### CD PERFORMS ON ELECTION DAY

If your incumbent was automatically re-elected, the district must post signs on Election Day at all polling sites containing that information. *Skip to the last three bullets under "After the Election."*

- Decide whether or not to declare emergency when adverse conditions may negatively affect the health or safety of voters or the timely return of absentee ballots.
- Assure that voters have privacy when voting.
- Have a copy of the election manual on hand and available for public inspection.
- Each polling place must be open for at least four hours at a time convenient for voters in that district.
- Polling places must have sufficient parking to accommodate the expected number of voters.
- Polling places must be accessible to those with disabilities and not create undue hardship for them.
- Ensure that information provided by candidates may not be provided to voters within 300 feet of the poll site.
- Each poll site must have a ballot box, signage, and be accessible to voters.
- Each poll site must have at least one ballot box.
- Each poll site must be conspicuously identified to voters as the place to vote.
- Not post the names of candidates at the polls.
- Ensure there are at least two polling officers at each poll site (the election supervisor may substitute for one polling officer at one poll site).
- Control behavior that disrupts or interferes with the election.
- Monitor the poll site for compliance with election procedures.
- Ensure that the polling officers verify a voter is a qualified district elector before issuing a ballot to the voter and record that determination on the poll list.
- Ensure that at least one polling officer is present and in control of the ballot box(es) at all times while the polls are open.
- Provide contested ballots to individuals wishing to vote who cannot be verified as eligible to vote prior to the issuance of a ballot.
- Be able to show or describe the district's legal boundary.
- Ensure polling officers use the poll list to track the identity and number of voters, to identify determinations made by polling officers as to voter eligibility, and to identify voters issued contested ballots.
- Ensure that paper ballots are placed into ballot boxes.
- Ensure polling officers close the polls at the published time, unless the polls are extended by a conservation district supervisor or the election supervisor.



## UP TO THE END OF APRIL

### AFTER THE ELECTION

- Verify any undeclared write-in candidate is eligible to be elected.
- Direct polling officers to open the ballot box or boxes and count the votes cast for each candidate.
- Count all votes.
- Record all ballot count results on Checklist 3 - Ballot Results for each polling site.
- Receive the following from the polling officers:
  - All poll list pages (PF-C);
  - All ballots;
  - All completed Checklist 3 - Ballot Results reports.
  - All working papers and notes made by polling officers.
- Receive from the polling officers an announcement of the unofficial results of the election, subject to certification by the Conservation Commission.
- Excuse polling officers.
- Transmit election data to the Commission.
- Retain all original data.
- If an appointed position's term on the Conservation District Board will expire this current election cycle, and the District has not already advertised the vacancy with the Notice of the Adopted Election Resolution, advertise the vacant appointed position at least one month before March 31.



## THIRD THURSDAY IN MAY

### COMMISSION ACTS

- Commission certifies and announces the results of the CD elections