

# Conservation District Elections and Appointments Training



Bill Eller, Commission Election Officer

With special thanks for graphics & data to  
Allisa Carlson, Central Regional Manager

October 2, 2020



**CONSERVATION DISTRICTS**  
OF WASHINGTON STATE

*your window to healthy lands*

# Logistics

- All webinar attendees muted
- Use the questions tab on your dashboard to type in questions during the training
- We will take questions after the training
- Webinar is being recorded and will be posted to Commission's elections web page

# AGENDA

- Overview of CD Elections
- Roles and Responsibilities in an Election
- 2020 Elections
- Practice Pointers
- WAC Chapter 135-110 & Changes
- Resources Available
- Questions / Discussion

# Special Note – Purpose of Training

- The purpose of the training is to train CD personnel on election rules & procedures
- We will cover
  - The rules & procedures
  - The new changes that were just adopted by the Commission in September 2020, including
    - The new Election & Appointment Guide
    - Updated election forms
- All questions or comments are welcome! We will focus on those questions or comments related to the rules & procedures
- Comments or questions that go beyond this purpose may be forwarded on to the larger policy discussion on elections that Ron Shultz, our policy director, is conducting

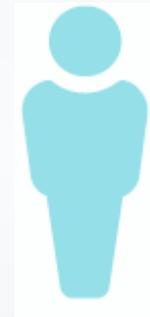
# Overview



5 SUPERVISORS PER  
DISTRICT



**3 ELECTED (2 of the 3 shall be landowners or farm operators)**



**2 APPOINTED (Don't need to live in the district, may need to be landowners or farm operators)**



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**CD Board of Supervisors (full terms of service are 3 years)**

*“The Commission shall establish procedures for elections, canvass the returns and announce the official results thereof.”*



**RCW 89.08.190**

# Basis for Election Rules in WAC

“The Commission shall establish procedures for elections, canvass the returns and announce the official results thereof.”

## Chapter 135-110 WAC

### Election and replacement of conservation district supervisors

[Complete Chapter](#)

#### WAC Sections

##### GENERAL

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

##### ESTABLISHING ELECTION, PROVIDING NOTICE

- [135-110-200](#) Conservation district must hold election.
- [135-110-210](#) Conservation district must adopt election resolution.
- [135-110-220](#) Due notice required before and after election resolution.
- [135-110-230](#) Conservation 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.

# CD ELECTIONS ARE NOT GOVERNED BY GENERAL ELECTION RULES

- RCW 29A.04.330(1)(b) specifically exempts conservation districts from general & special elections requirements, relying instead on election procedures established by the Conservation Commission

# CD Election Timeline

<p>ELECTION TRAINING, REVIEW PROCEDURES, ADOPT POLICIES</p>	<p>PREPARE ELECTION – ADOPT ELECTION RESOLUTION, NOTICE TO PUBLIC</p>	<p>BY STATUTE, ELECTIONS MUST BE HELD DURING THIS TIME, CD REPORTS RESULTS TO COMMISSION</p>	<p>CD REPORTS RESULTS TO THE COMMISSION, COMMISSION CANVASES RETURNS</p>	<p>ELECTION WINNERS CERTIFIED AND ANNOUNCED</p>
<p>August – October</p>	<p>October – December</p>	<p>January – March</p>	<p>April</p>	<p>3<sup>rd</sup> Thursday in May</p>

# ELECTION



PREPARE

CONDUCT

CONCLUDE

# PREPARE

~~Publish Notice of Intent to Adopt an Election Resolution~~

Board Meeting: ADOPT Election Resolution

Publish Notice of Adopted Election Resolution

Verify Eligibility of Candidates



EF1  
PF-A

election supervisor

**Aug-Oct**

Policies/Webinar

**7 days after Board Meeting**

**1 Month Before Election**

Filing Deadline

**Jan-Mar**

CD Holds Election

ELECTION DEADLINE CALCULATOR, MASTER CHECKLIST, CHECKLIST 1, CD ELECTION INFORMATION

# CONDUCT

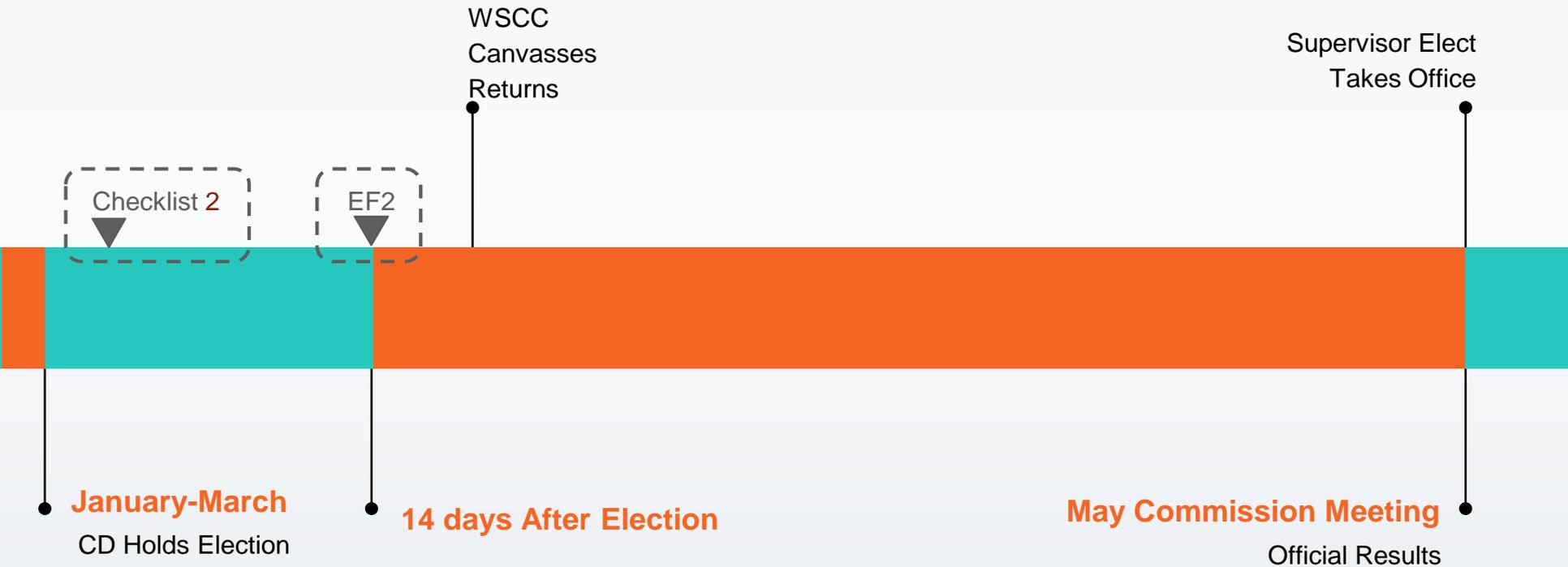


**January-March**

CD Holds Election

ELECTION MANUAL W/ MASTER CHECKLIST

# CONCLUDE



ELECTION MANUAL W/ MASTER CHECKLIST, ELECTION DEADLINE CALCULATOR, CHECKLIST 2, ELECTION REPORT

# ELECTION NOTICES



1

## INTENT TO ADOPT ELECTION RESOLUTION

Meeting to **set**  
election

- Date
- Time
- Place
- **Method**

2

## ADOPTED ELECTION RESOLUTION

- CD Name
- Election Method
- Date/Location/Time
- Candidate Requirements
- Filing Deadline
- Last Day to Request  
Ballot
- Voter Eligibility
- CD Supervisor Definition
- Procedures Posted

# **Roles and Responsibilities**

# Roles and Responsibilities

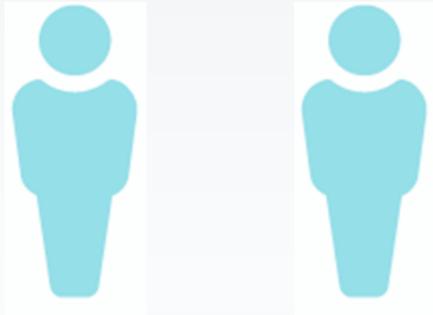


**CONSERVATION DISTRICTS**  
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- Conduct election
  - Before
  - During
  - After
- Create rules & procedures
- Certify & announce results
- Hold CDs accountable

CONSERVATION COMMISSION  
COMMISSIONERS  
ELECTION OFFICER  
REGIONAL MANAGERS



CONSERVATION DISTRICT  
BOARD SUPERVISORS  
ELECTION SUPERVISOR  
STAFF  
POLL WORKERS



THE PUBLIC  
CANDIDATES  
VOTERS



# Conservation Commission Commissioners

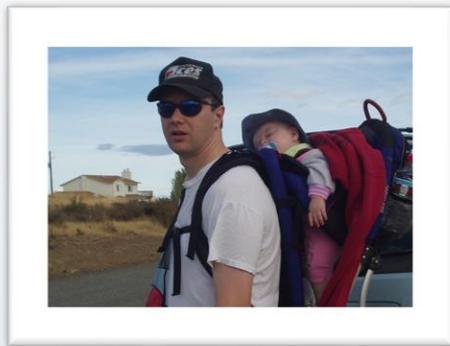


- Before
  - Establish rules and procedures for elections
- During
  - Follow elections through Commission staff reports at Commission meetings
- After
  - Canvass the returns & announce the official results thereof
  - Decide the outcome of investigations

# Commission Election Officer



- Before
  - Answer questions, remind, direct to resources, provide training
- During
  - Observe, answer questions, **CANNOT** serve as polling officer
- After
  - Answer questions, remind, direct to resources, assist Commission with canvassing, conduct investigations



# Commission Regional Managers



Larry Brewer, retired regional manager.  
2013 Walla Walla CD election

- Before
  - Answer questions, remind, direct to resources
- During
  - Observe, answer questions, **CANNOT** serve as polling officers
- After
  - Answer questions, remind, direct to resources

# CD Board of Supervisors



- Before
  - Review policies and procedures, ensure adequate staff support for the election, designate election supervisor, adopt election resolution, seek candidates and encourage voters to participate
- During
  - Ensure adequate staffing for the election
- After
  - Review election policies and procedures, welcome newly elected supervisor

# CD Election Supervisor



- Before
  - Review policies and procedures, prepare election forms, find poll officers, assign CD staff tasks, prepare ballots, ensure candidate eligibility, fulfill ballot requests, answer candidate and voter questions, prepare notices
- During
  - Run election, same duties as poll officers, secure ballots, count ballots, fill out forms, secure ballots
- After
  - Fill out election forms, contact supervisor-elect, decide announcing unofficial winner, evaluate any write-in candidates, prepare supervisor-elect to serve

# CD Staff

- Before
  - Duties that the election supervisor assigns (answering questions, fulfilling ballot requests, election logistics), could serve as back-up for election supervisor
- During
  - Same as above, cannot serve as polling officers (unless also fulfilling the election supervisor duties)
- After
  - Same as above



# Voters

- Before
  - Request ballots, return ballots, know candidates, plan to vote in person
- During
  - Vote
- After
  - Work with newly elected board supervisor



# Candidates

- Before

- Be eligible to be elected, file the candidate required information before the deadline\*, campaign



- During

- Vote

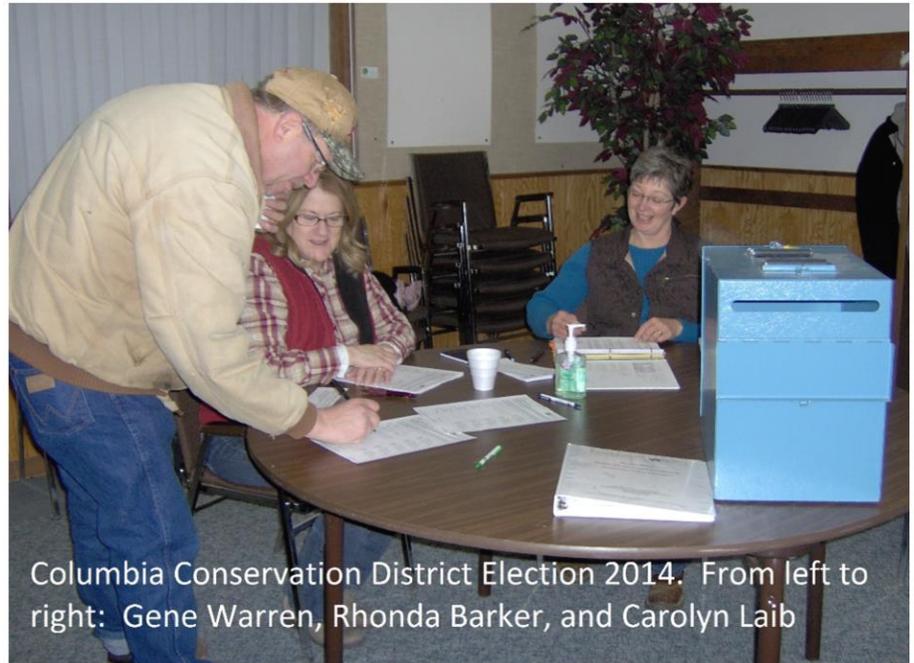
- After

- If elected, contact the CD, receive orientation from RMs, attend WACD Convention for certificate, govern CD

\* Write-in candidates provide candidate required information no later than 28 days after the election

# Poll Officers

- Before
  - Be reliable, review polling officer duties in the Guide
- During
  - Staff the poll sites, verify voters, secure ballots
- After
  - Secure ballots, count ballots, assist election supervisor with forms



Columbia Conservation District Election 2014. From left to right: Gene Warren, Rhonda Barker, and Carolyn Laib

# 2020 Election Data

## JANUARY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 Thurston	15	16 Columbia	17	18
19	20	21 Adams	22 Palouse Rock Lake	23	24	25
26	27	28 Cascadia	29	30 Walla Walla	31	

## FEBRUARY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Pomeroy	4 Whidbey Island	5 Pacific	6	7	8
9	10	11 King Kittitas	12 Lincoln South Douglas	13 Whitman	14	15
16	17	18 Snohomish Underwood	19 Central Klickitat	20 Stevens	21	22 Grant Mason
23	24	25 Eastern Klickitat	26 San Juan Islands	27	28	29

## MARCH 2020

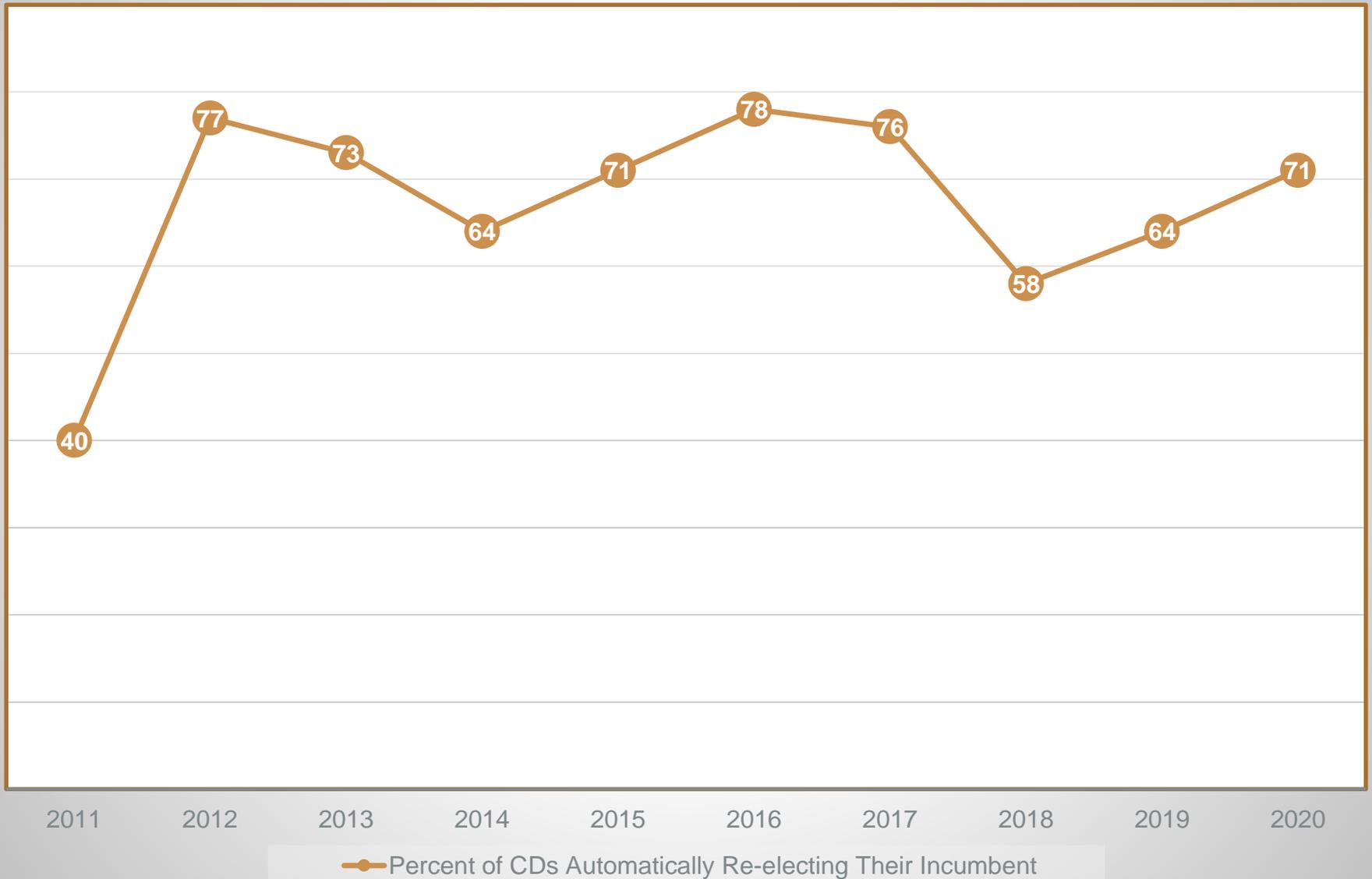
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Jefferson	4 Lewis	5	6	7
8	9	10 Benton Clark Spokane	11 Foster Creek Okanogan Pine Creek	12 Asotin Clallam	13	14
15	16 Franklin	17 North Yakima	18 Cowlitz South Yakima	19	20 Grays Harbor	21
22	23	24 Whatcom	25 Ferry Palouse Pierce Skagit	26 Wahkiakum	27 Kitsap Pend Oreille	28

RED indicates an election was held

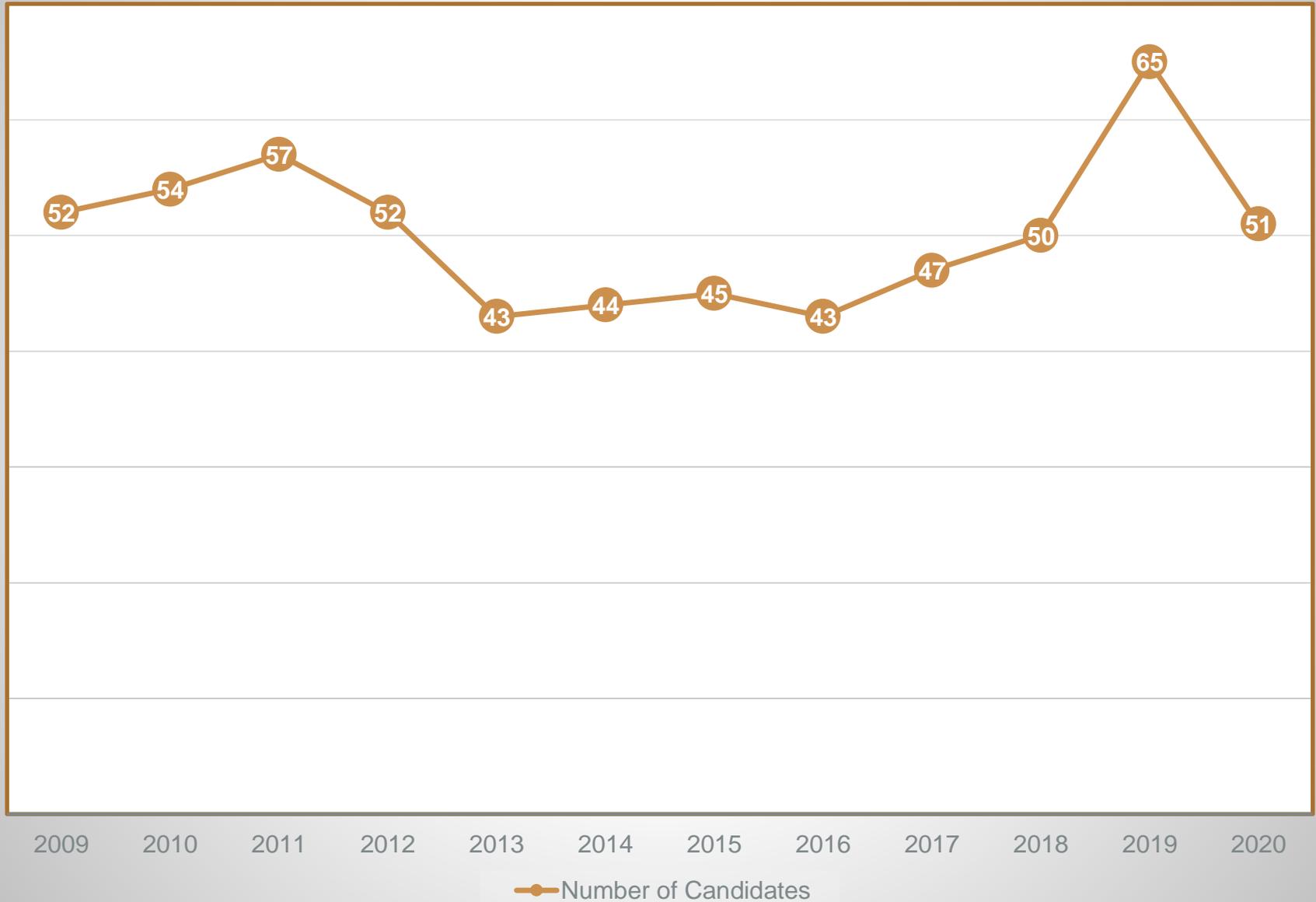
# Automatic Re-Election of Incumbents

- No other candidate files by the filing deadline, plus
- PF-A – candidate information, plus
- PF-B – 25 valid nominators
- 71% (32 of 45 CD's) re-elected incumbents

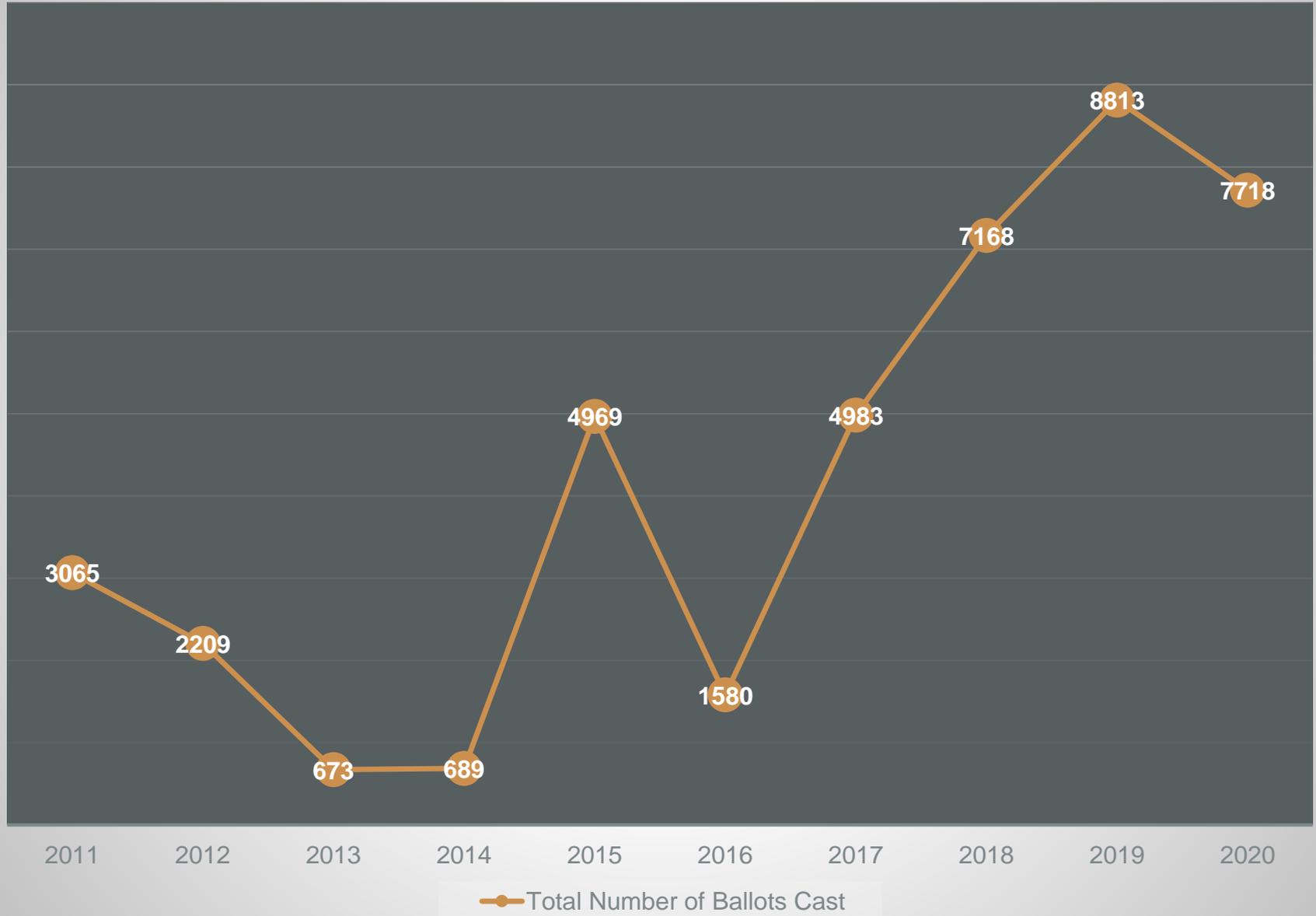
## Percent of CDs Automatically Re-electing Their Incumbent



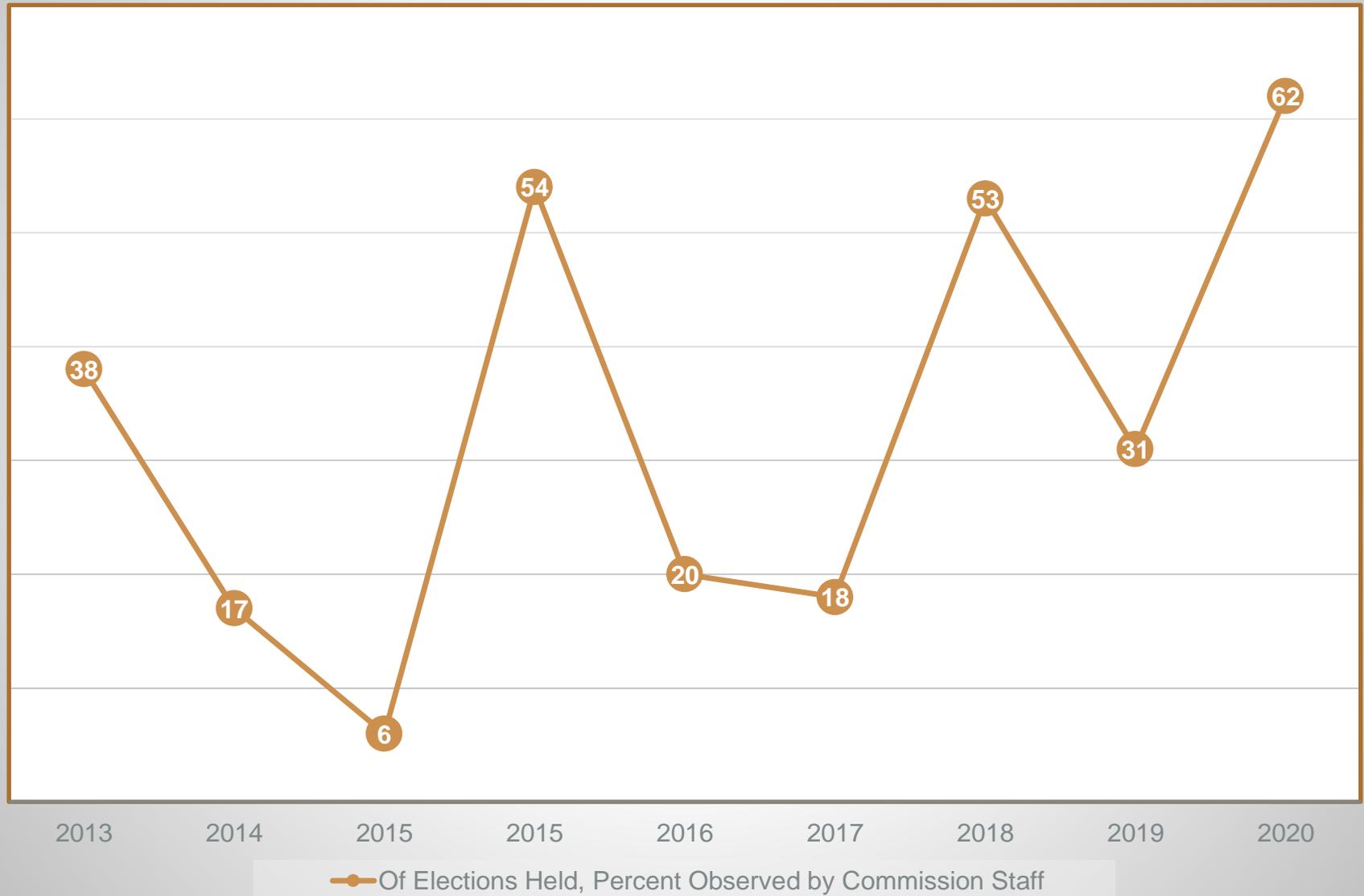
# Number of Candidates



# Total Number of Ballots Cast



## Of Elections Held, Percent Observed by Commission Staff



# Practice Pointers

To avoid missing important deadlines and steps

Set reminders & use the Election Calculator & master checklist in the Guide

To avoid forgetting to publicize the election  
& having too few polling officers

Set reminders & have a backup plan if  
polling officers get sick or are unavailable

## Bio for Hugh Hammond Bennet

Born in North Carolina. Graduated From the University of North Carolina.

Employed as a soil surveyor, and conducted soil studies.



Wrote about soil erosion for popular magazines and scientific journals. Director of the Soil Erosion Service, which later became the Soil Conservation Service at the USDA.

Inducted into the USDA Hall of Heroes.

## Candidate Statement

I believe in the CDs mission to protect critical areas while maintaining agricultural viability through the use of voluntary, incentive based practices.

I work with a variety of local agricultural groups and other non-profit entities to do conservation in my community.

## Bio for I.M. Bestcandidate

Born in California. Graduate of UCSB with a degree in engineering and IT. Have two dogs, three cats, and a hamster named "lucky" at home.

As a student, I wrote code for a machine that could measure the amount of particulates in the air.



Would love to be a supervisor at the District as it would be my first job after college, even though it would be a volunteer job with no pay.



I would really love to work with people who understand IT and how it can change the world for the better. I have not won any awards, yet.

## Candidate Statement

I believe in the CDs mission to encourage the conservation of Soil through regulation. I know many persons at the district, including the manager and 2 supervisors. They all love me and always tell me that I should be on the board.

I want to work with those who also value IT, computers, and what the internet can do to better all our lives. Please vote for me.

To avoid controversial content & formatting in candidate statements (candidate optional information)

Remind staff & supervisors to not take an official position on a candidate – [WAC 135-110-150](#) & apply the District's candidate information policy to candidate statements

\*\*\* Adopt a candidate optional information policy

# COVID-19 & social distancing

- Franklin – zero voters; zero candidates
- Grays Harbor – one voter
- Pierce – two candidates, mail-in ballot delivered on request, extended postmark date

# COVID-19 and CD elections

Practice Pointers for 2020-2021 election season...?

See the Commission's COVID-19 web page

# **WAC 135-110 & Changes**

# WAC Title 135, Chapter 110 - Sections

- 100 General
- 200 Establish Election, Providing Notice
- 300 Candidate Eligibility, Filing, Nomination, Verification, Withdrawal
- 400 Preparing For Election Day, Balloting, Polling Officers
- 500 Ballots, Voting, Poll Sites, Mail-in Elections
- 600 Election Day
- 700 After Voting Closes
- 800 Emergencies
- 900 Vacancies, Removal, and Replacement

# Legend for 2020 Changes

- Bluish green = no change
- Red = this section has been changed
- ~~Red with a strikethrough~~ = this section has been eliminated or moved
- Green = new section added

# 100's 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

## 200's ESTABLISH ELECTION, PROVIDING NOTICE

- 135-110-200 Conservation district must hold election
- 135-110-210 Conservation district must adopt election resolution
- 135-110-220 Due notice required before and after election resolution
- 135-110-230 Conservation district appoints election supervisor
- 135-110-240 Election may be on-site, remote, or both
- 135-110-250 Voting must be accessible

## 300's 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
- 135-110-330 Filing deadline
- ~~▪ 135-110-340 Only nominated candidates may appear on official ballot~~
- 135-110-350 Types of candidacy
- 135-110-355 Election supervisor must verify candidate eligibility
- 135-110-360 Undeclared write-in candidate may be elected if no person files
- ~~▪ 135-110-370 Incumbent automatically reelected if no other person files~~
- 135-110-380 Candidate may withdraw candidacy in writing
- 135-110-385 Effect of votes cast for withdrawn, deceased, or ineligible candidate

## 400's PREPARING FOR ELECTION DAY, BALLOTING, POLLING OFFICERS

- 135-110-400 Conservation district to obtain list of registered voters
- 135-110-410 Conservation district must set deadline for requesting absentee and mail-in ballots
- 135-110-420 Conservation district must not use certain lists
- 135-110-430 Conservation district may publish candidate-provided information
- 135-110-440 Employees and municipal officers of district must not be polling officers
- 135-110-450 Polling officers monitor poll-site activities
- 135-110-460 Polling officers verify voters, issue ballots and count votes
- ~~▪ 135-110-470 Election supervisor may perform polling officer duties~~

# 500's BALLOTS, VOTING, POLL SITES, MAIL-IN ELECTIONS

- 135-110-500 Conservation district must create official ballot
- ~~135-110-515 Conservation district must make ballots available~~
- 135-110-520 Absentee ballots must be provided on request
- ~~135-110-530 Provisional ballots must be provided when voter eligibility is in question~~
- ~~135-110-540 Functional equivalent of paper ballot required~~
- 135-110-550 Poll lists must be used
- 135-110-560 Mail-in, absentee, and provisional ballots must be double-envelope balloting
- 135-110-570 Election supervisor safeguards ballots except in a poll-site election
- 135-110-580 Poll sites must be accessible

# 600's ELECTION DAY

- 135-110-600 Electioneering prohibited
- 135-110-610 Every voter must be verified as eligible
- 135-110-620 Conservation district must provide polling officers at each poll site
- 135-110-630 Each poll site must have ballot box and signage
- 135-110-640 Conservation district must assure privacy in voting
- 135-110-650 Polls to close at published time but may be extended

# 700's AFTER VOTING CLOSES

- 135-110-700 Opening ballots
- 135-110-710 Polling officers to retain custody of ballots until counted
- 135-110-720 Polling officers may announce unofficial results
- 135-110-730 Tie in unofficial election results
- 135-110-740 When no eligible candidate is elected
- 135-110-750 Ballot results must be reported
- 135-110-760 Conservation Commission canvasses returns, determines compliance, announces winners
- 135-110-770 Elections are final when certified and announced
- 135-110-780 Declaration voiding an election
- 135-110-790 Procedure for contesting elections
- 135-110-795 Compliance

# 800's EMERGENCIES

- 135-110-800 Emergency relocation or rescheduling of election
- 135-110-810 Signage and notice required
- ~~135-110-820 Conservation commission to be informed~~

## 900's VACANCIES, REMOVAL, AND REPLACEMENT

- 135-110-900 Only vacant offices may be filled
- 135-110-910 Supervisors must be eligible to serve
- **135-110-920 Resignation from office**
- 135-110-930 Ceasing to be a registered voter
- 135-110-940 Death of the incumbent
- ~~135-110-950 Declaration voiding an election~~
- 135-110-960 Removal from office
- **135-110-970 Replacement**

# CD ELECTION & APPOINTMENT COMMITTEE

- Formed in 2018
- Met from January – July 2019
- Comprised of CD staff, supervisors & Commission staff
- Proposed a number of changes to CD election & appointment rules & procedures
- Presented to the Commission from September – December 2019
- December 2019 the Commission decides to proceed with formal rulemaking
- Proposed rules filed in June 2020, public comment through September 1, 2020
- September 2020 Commission adopts changes

# CD ELECTION & APPOINTMENT COMMITTEE

- **Proposed WAC changes**
- **Proposed RCW change**
  - Pursued by Commission staff during 2021 legislative session
- **New election flow chart**
- **Election Quality Assurance Plan**
  - Mandatory training on elections



**Election Manual & forms changes**

# TWO KINDS OF WAC CHANGES

1. Original package of changes, as proposed in December 2019 & March 2020
2. Changes as a result of the public comment & public hearing process

# CHANGES AFTER COMMENT

1. Retaining the word “must” in all instances, rather than changing to “shall”
2. The proposed definition of candidate required information was clarified to read "*Candidate required information*" means the *factual information a candidate must provide on the candidate information form to be eligible for election*"
3. Repealing WAC 135-110-370, which would result in all CDs holding elections without the possibility of cancellation
4. The phrase “*as per the provisions in WAC 135-110-970*” was added to WAC 135-110-740 to make clear that a vacancy created when no eligible candidate is elected is governed by the procedure in WAC 135-110-970

# REPEALING WAC 135-110-370

- Eliminates the cancelling of an election
- All CDs will have an election every year
- Since the inception of WAC Chapter 135-110 in November 2010, on average 67% of conservation districts cancel their election
- Results:
  - Actual: higher burden on CDs, CD staff, and increased work load for Commission staff
  - Anticipated: increased voter and candidate participation

# WAC Change Package Included

- 1) Removing the distinction between absentee, mail-in, or in-person ballots
- 2) Consolidating candidate types into just two – those who will appear on the ballot and those who will not
- 3) Eliminating the automatic disqualification of write-in candidates when a ballot contains a candidate whose name is pre-printed on the ballot
- 4) Eliminating nominators and the nominating petition

# Highlights Include

- 5) Creating a distinction between candidate required and optional information
- 6) Aligning the CD election retention schedule with the Secretary of State's schedule
- ~~7) Setting all CD elections during a full calendar week in March, excluding Sunday~~
- Note: The Commission, at their March 2020 meeting, removed this change from the change package.*
- 8) Setting deadlines for certain notices, reporting, and form submittal

# Highlights include

- 9) Requiring CD staff to be trained in conducting elections, as per the adopted EQAP
- 10) Explicitly allowing election supervisor duties to be delegated to others
- 11) Requiring poll sites to be open for a minimum of 4 consecutive hours
- 12) Cancelling an election when just one single candidate files by the filing deadline**

***Special Note:*** *In March 2020, the Commission decided to leave this change in the proposed change package, but wanted Commission staff to note that it was disfavored by the Commission due to legislator concerns, and likely wouldn't survive the final adoption process.*

# Highlights include

- 13) Setting out the procedure and effect of candidate withdraw
- 14) Clarifying who can serve as polling officers
- 15) Clarifying when electronic signatures and filing can be used
- 16) Setting out the procedure for complaining about or challenging an election
- 17) Setting out the procedure for filling vacancies in elected positions

# Some Changes in Depth

### 3) Eliminating the automatic disqualification of write-in candidates when a ballot contains a candidate whose name is pre-printed on the ballot

- WAC 135-110-360.
  - If no one files by the candidate filing deadline, or
  - If all who file by the candidate filing deadline are found to be ineligible by the election supervisor, then
  - Only write-in candidates can be elected
    - Provided they are eligible
    - Must submit the candidate required information within 28 days of the election and be found eligible by the election supervisor

## 5) Creating a distinction between candidate required and optional information

- WAC 135-110-110 Definitions.
- The proposed definition of *candidate required information* was clarified to read "*Candidate required information*" means the *factual information a candidate must provide on the candidate information form to be eligible for election.*"
  - Distinct from “candidate optional information”
  - Candidate optional information is any other information, which may also include candidate required information, and is usually found in a candidate statement.

## 8) Setting deadlines for certain notices, reporting, and form submittal

- WAC 135-110-220 (1).
- The notice of the intent to adopt an election resolution was eliminated. A CD must publish the notice of the adopted election resolution (the time, place and manner of the election) **within 7 days of the board meeting**
  - **Just one notice**
  - Must be published in the newspaper (at a minimum – may be published by the CD in other media as well (website, social media, newsletters, etc.)

## 8) Setting deadlines for certain notices, reporting, and form submittal

- WAC 135-110-750.
- EF2, which contains the ballot results, must now be reported to the Commission
  - **Within 14 days of the election** (changed from 28 days)
  - Unless, after consultation with the Commission, the election supervisor determines more time is needed

# The Path to Becoming a Certified Elections Administrator



## 9) Requiring CD staff to be trained in conducting elections, as per the adopted EQAP

- WAC 135-110-230 (e).
- Requires that the election supervisor “be trained in election policy and procedure as per conservation commission requirements.”
  - The Commission recommends that a backup for the election supervisor be trained as well
  - Training, for now, means attending this training
  - Training is recorded so can be viewed / taken anytime
  - Documented on the EFI with a checkbox

## **12) Cancelling an election when just one single candidate files by the filing deadline**

- **WAC 135-110-370.**
  - Entirely eliminated
  - Elections cannot be cancelled
  - All CDs will have an election each year, even if no declared candidates are on the ballot (write-ins can/will be elected)

## I 4) Clarifying who can serve as polling officers

- WAC 135-110-440.
- Clarifies that none of the following can serve as polling officers:
  - CD employees - unless the person is the appointed election supervisor
  - CD supervisors
  - CD interns
  - Conservation Commission employees, including RMs
- CDs are still able to hire or contract with persons to serve as polling officers.
- We recommend working with your county auditor to see if they can connect you with their list of general election volunteers. You can also find various serve organizations (i.e. the League of Women Voters, service clubs, etc.) who would be willing to serve.

# 16) Setting out the procedure for complaining about or challenging an election

- WAC 135-110-790.
  - In writing using an online form
  - Received no later than April 30<sup>th</sup>
  - Forwarded to the executive director of the Commission, who
    - Notifies the chair and vice chair of the Commission, the chair of the affected CD, the election supervisor of the affected CD, Commission staff assigned to that CD, and the Commission's elections officer that a complaint has been filed, and
    - Informs the chair and vice chair of the Commission of the estimated length of the investigation, and provides updates on the status of the investigation
  - The Commission's elections officer investigates
    - When complete, a written report will be provided to the executive director
  - The executive director reviews the report and determines:
    - The complaint does not rise to the level of significant noncompliance with election procedure sufficient to warrant the noncertification of the election or
    - The complaint does rise to the level of significant noncompliance with election procedure sufficient to warrant the noncertification of the election.
    - If the complaint does not rise to the level of significant noncompliance, the executive director may recommend that the election be certified and announced by the Commission.
    - If the complaint does rise to the level of significant noncompliance, the executive director may recommend that the election not be certified and announced, and request that the CD hold another election as per the procedure in WAC 135-110-780.

# 17) Setting out the procedure for filling vacancies in elected positions

- WAC 135-110-970.
- Same process as was set out in the Election Manual.
- Vacancies in election positions filled by the CD board, but after consultation with the Commission (ensure your RM knows of the vacancy, that the CD will properly advertise, and use the AF2 form to ensure the person is eligible to serve)
- Prospective replacements must be qualified to serve
- Due notice must be provided to the community
- An application process is required with a board resolution that
  - Acknowledges the vacancy,
  - Allows a four week period for applicants to apply, and
  - Includes in the notice the minimum applicant requirements

# New Flowchart

## 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.



# New Policy on CD Staff Election Training

## Washington State Conservation Commission Election Policy

Policy #	19-_____ Election Quality Assurance Plan (EQAP) for Districts
Applies to:	Conservation Commission and Commission Agency Operations
Effective Date:	

### PURPOSE:

*To assure those stakeholders interested, that the quality of conservation district elections provided by Washington State Conservation Districts meets or exceeds an accepted standard of quality. This includes both administration and outreach related to elections.*

*Interested stakeholders include, but are not limited to: landowners receiving District assistance; the general public who ask for governmental accountability; those that provide funding such as legislators, voters, and others; other agencies that provide pass thru funds; and other conservation districts.*

### BACKGROUND

One specific goal of all Conservation Districts, that we promote, is that Districts conduct open, fair and equitable conservation district elections of the three board members who serve in elected positions.

However, Conservation Districts in Washington State do not currently have a uniform system of providing quality assurance of their election processes, and some Districts have no quality assurance process at all. This erodes confidence in district elections, reduces consistency of quality, and brings into question the quality of work done by Districts in all areas.

It is common for service type businesses and organizations, such as Conservation Districts, to have some form of quality assurance and control process to monitor and to improve the quality of their services, including how they conduct elections.

This policy will provide a unified effort to demonstrate and verify that Washington State Conservation Districts do provide an accepted level of quality in conducting conservation district elections.

# During & After the Election

## PF-C Poll List

**Poll List**  
**Ledgerwood Conservation District** WAC 135-110-25(1)(2)(a)  
**Poll type/location: Mail-in** 135-110-25(1)(2)(b)  
**Date: 3-31-11** 135-110-25(1)(2)(c)  
**WAC 135-110-550** Page 1 of 1

**Polling officers:** You must verify the eligibility of each voter before issuing a ballot, record your finding in the shaded box, 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:** 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.



## Checklist 2

**Ballot Results Report**  
**Conservation District: Ledgerwood**  
WAC 135-110-750(3)a  
**Poll type/location: Mail-in**  
WAC 135-110-750(3)b  
**Date: 3-31-11**  
WAC 135-110-750(3)d

**WAC 135-110-750**



## BALLOT RESULTS REPORT

### Polling officer instructions

Following the closure of the polls, polling officers must tally valid votes cast. Explain any discrepancies or disqualifications on the back of this form, and date and initial the explanation.

VOTER	NAME (print) John Q. Public	POLLING OFFICER	<input checked="" type="checkbox"/> is eligible to vote
	ADDRESS & CITY 123 Conservation Ave, Ledgerwood, WA 98999		<input type="checkbox"/> is not eligible to vote
VOTER	SIGNATURE <i>John Q. Public</i>	POLLING OFFICER	<input type="checkbox"/> contested ballot issued
			____ Polling Officer initials
VOTER	NAME (print) Jane Doe	POLLING OFFICER	<input checked="" type="checkbox"/> is eligible to vote
	ADDRESS & CITY 600 Riparian Way, Ledgerwood, WA 98999		<input type="checkbox"/> is not eligible to vote
VOTER	SIGNATURE <i>Jane Doe</i>	POLLING OFFICER	<input type="checkbox"/> contested ballot issued
			____ Polling Officer initials
VOTER	NAME (print) <b>Bob Marley</b>	POLLING OFFICER	<input type="checkbox"/> is eligible to vote
	ADDRESS & CITY <b>1600 River Road, Seattle, WA 98100</b>		<input checked="" type="checkbox"/> is not eligible to vote
VOTER	SIGNATURE <i>Bob Marley</i>	POLLING OFFICER	<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
VOTER	SIGNATURE	POLLING OFFICER	<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
VOTER	SIGNATURE	POLLING OFFICER	<input type="checkbox"/> contested ballot issued
			____ Polling Officer initials

Candidate name <small>WAC 135-110-750(4)a</small>	Type of Candidate (choose one) <small>WAC 135-110-750(5)</small>		Votes counted by type of ballot cast <small>WAC 135-110-750(4)(b), (5)</small>		
	Declared	Undeclared Write-In	Eligible + Disqualified = Total		
Hugh Hammond Bennett	<input type="checkbox"/>	<input type="checkbox"/>	2	0	2
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

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.

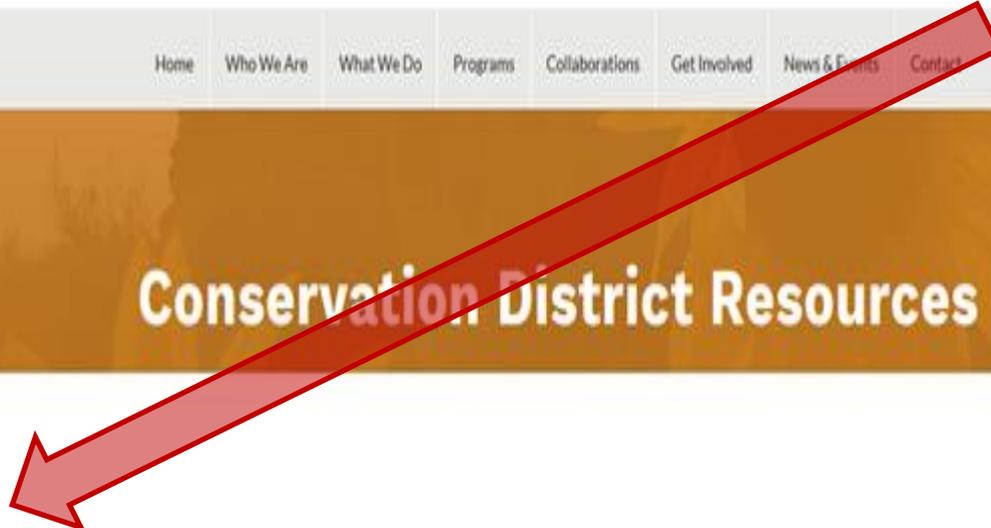
# Resources on the Web



1



# Conservation District Resources



## Conservation District Resources

- Overview
- District Contact Information & Meeting Times
- CREP Technical Resources
- Center for Technical Development
- Conservation Planning Data System (CPDS)
- COVID-19 Resources
- Cultural Resources



2

## Election Administrators

- Governance, Operations, Training & Development
- Grants, Contracts, & Finance
- Marketing Toolkit

## Resources for Election Administrators

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, called supervisors. Three are elected locally by the public, and 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.

Thank you to everyone who provided comments on our proposed changes to CD Elections! The comment period closed on September 1, 2020. Election changes will be on the agenda of the September Commission Meeting.

### Procedures and Rules

- Election and Appointment WAC
- Election and Appointment Procedures Manual

# Voting in Your Local Election

*River Sunrise by Zorah Oppenheimer, Clark Conservation District*

## Interested in voting in your local conservation district election?

Conservation districts conduct local elections outside the general elections process to fill volunteer positions on their boards. All CD elections occur during the first quarter of the calendar year (January-March). Contact your local conservation district to learn their next election date and process.

### About Us

[About the SCC](#)

[Staff](#)



## Local Elections & Appointments

[CD Elections Resources](#)

# 2021 Election & Appointment Deadline Calculator

Enter election date:

Your election must be held between January 1 and March 31, 2021!

Enter date above using the following format: MONTH / DAY / YEAR (XX / XX / XXXX)

When	Date	Who	Action	Form, Checklist or Appendix	WAC	Guide Page #
No later than:	11/17/20	ES	Decide if the notice of a full-term appointed position vacancy will be combined & published along with the notice adopted election resolution. If not, you must remember to publish the appointed vacancy notice before February 28	Appendix B	Best Practice	16
No later than:	11/17/20	BOS	Hold the BOS meeting to adopt the election resolution*	Appendix D	135-110-210	20
No later than:	11/24/20	ES	Publish the first notice of the adopted election resolution not later than 7 days after the BOS meeting (at least 6 days before the 2nd notice below)*	Appendix B	135-110-220(2)	16
No later than:	12/1/20	ES	Publish the second notice of the adopted Election Resolution*#	Appendix B	135-110-220(2)	16
No later than:	12/1/20	C	Candidate provides required information to CD by the filing deadline*	PF-A	135-110-320	8-9
No later than:	12/1/20	C	Candidate provides optional information (candidate statement (if CD allows)) to CD by filing deadline*	Appendix C	135-110-430	18-19
No later than:	12/1/20	ES	Deadline to submit EF1 to the WSCC*	EF1	135-110-210(3)	5
On:	12/1/20	N/A	Candidate filing deadline (at least 4 weeks before election date)*	EF1	135-110-330	14
	Before printing ballots	ES	Verify each candidate is qualified to serve	Checklist 1	135-110-355	7-8, 26
No later than:	12/11/20	ES	Suggested deadline for voters to request ballots from the CD	Appendix A, EF1	135-110-410	6-8
No later than:	12/18/20	ES	Suggested deadline for requested ballots to be sent by the CD to requestors or for requestors to pick up their ballot	Appendix A, EF1	135-110-520	6-8
On Election Day:	1/1/21	PO	Complete poll lists; count ballots; complete Checklist 2 for each poll site	PF-C, Checklist 2 & EF2	135-110-550	7-8
No later than:	1/15/21	ES	Deadline for EF2 to the WSCC. Paper forms and checklists remain at the CD	EF2	135-110-750	5
No later than:	February 28	ES	Advertise for 4 weeks any full-term appointed position vacancies using the same notice process as the election resolution	Appendix B	Guide	0-11
No later than:	March 31	A	Use AF1 online to apply for appointed positions on non-union election district boards	AF1	Guide	0-11

## Election Calculator

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

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

# Guide

# Forms

# WAC



CONSERVATION DISTRICTS  
OF WASHINGTON STATE  
*your window to healthy lands*

## Election and Appointment Guide

- General Requirements 3
- Election Duties 5
- Appointment 10
- Appendices and Checklists 12



Washington State  
Conservation  
Commission



Washington State  
CONSERVATION COMMISSION

### EF1 - Conservation District Election Information

**Instructions:** Districts must submit this information to the Conservation Commission **no later than the candidate filing deadline**. Each District sets their own candidate filing deadline in their election resolution. A sample resolution can be found in the Election and Appointment Manual in Appendix D on pg 52. The candidate filing deadline is typically 30 days prior to the election. Failure to submit this form by the candidate filing deadline may be considered for good governance purposes. Please refer to WAC 135-110-210 and pgs 16-25 of the Manual for more information.

Please Select Conservation District:\*

**YOU DID NOT SELECT YOUR CONSERVATION DISTRICT. PLEASE SELECT YOUR CONSERVATION DISTRICT BEFORE PROCEEDING!**

**Election Date:\***  
    
Elections must be held between January 1 and March 31. If your election will be held during a range of dates, please input the start of the range.

**Election physical address, location or description\***

**Time polls open\***  
      
Polls must be open at least 4 hours and at times convenient for voters.

**Time polls close\***  
      
Polls must be open at least 4 hours and at times convenient for voters.

**Enter number of hours polls are open (if multiple locations, enter total):\***

**Election method\***

**Elected Position: Please enter the name of supervisor up for election (if vacant, please enter "vacant" in all boxes):\***  
First Name  Last Name

**Candidate filing deadline\***  
    
The candidate filing deadline is the last date and time that a candidate can file to run for an elected position. Typically it is at least 30 days prior to the election.

**Candidate filing location (address)\***

## Chapter 135-110 WAC

### Election and replacement of conservation district supervisors

[Complete Chapter](#)

#### WAC Sections

#### GENERAL

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

#### ESTABLISHING ELECTION, PROVIDING NOTICE

- [135-110-200](#) Conservation district must hold election.
- [135-110-210](#) Conservation district must adopt election resolution.
- [135-110-220](#) Due notice required before and after election resolution.
- [135-110-230](#) Conservation 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.

# EF1 & EF2



Washington State  
CONSERVATION COMMISSION

## EF1 - Conservation District Election Information

**Instructions:** Districts must submit this information to the Conservation Commission **no later than the candidate filing deadline**. The candidate filing deadline is typically 30 days prior to the election. Failure to submit this form by the candidate filing deadline may be considered for [CAFP](#) purposes.

Select your conservation district\*

Select your conservation district

Remember to select your CD

**YOU DID NOT CHOOSE A CONSERVATION DISTRICT. PLEASE CHOOSE YOUR CONSERVATION DISTRICT BEFORE PROCEEDING!**

Election date\*

Month Day Year

Elections must be held between January 1 and March 31. If your election will be held during a range of dates, please input the start of the range.

Election method\*

Poll site  
Mail-in  
Poll site & mail-in  
Electronic

Time polls open\*

Hour : Minute

Polls must be open at least 4 consecutive hours for each poll-site location and at times convenient for voters.

Time polls close\*

Hour : Minute

Polls must be open at least 4 consecutive hours for each poll-site location and at times convenient for voters.

Election physical address, location or description\*



Washington State Conservation Commission

## EF2 - Conservation District Election Report

**Instructions:** This form must be submitted electronically to the Commission **no later than fourteen days after Election Day**. Each CD sets its own Election Day. The Commission suggests completing this form as soon as possible after your Election Day.

PLEASE SELECT YOUR  
CONSERVATION DISTRICT\*

Select Your Conservation District

**YOU DID NOT CHOOSE A CONSERVATION DISTRICT. PLEASE CHOOSE YOUR CONSERVATION DISTRICT BEFORE PROCEEDING!**

**The Notice of the Adopted Election Resolution (NAER)** - 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.

The September 17, 2020 changes to WAC 135-110-220 now require that, within 7 days of the CD board meeting at which the board adopted the election resolution, notice must be provided of the information in the adopted election resolution to the public.

The notice of the adopted election resolution (NAER) must be published in a newspaper, at least twice, at least a week between publications. After the NAER has been successfully published in a newspaper, the CD chooses for itself how to further publish election information. The Commission encourages publication of election information beyond the minimum requirements.

Publication Dates or Range\*

Newspaper Name\*

The NAER was properly published\*

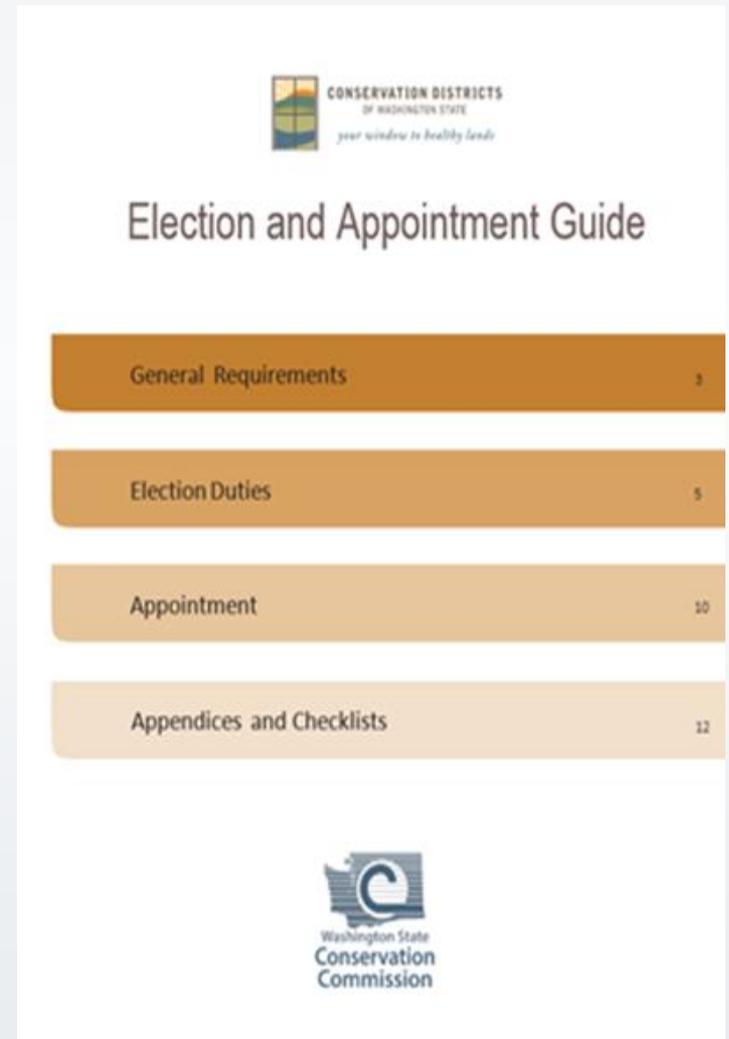
Yes

If the NAER was not properly published, contact the Commission immediately.

After official publication of the NAER in a newspaper, how did the CD choose to provide election information to the public (choose all that apply)\*

# Election & Appointment Guide

- Updated for readability
  - All WAC rule language taken out (will need to read the WAC now)
- Reflects new WAC changes
  - Checklists
  - Sample resolution
  - Policies updated
    - Ballot requests
    - Notices
    - Candidate optional information (candidate statements)
    - Filling elected position vacancies
    - Candidate recruitment



## Conservation District Candidates

Guide to Elections

Where to File for Office

3

Complete Your Candidate Information

4

Campaigning, Candidate Statements, and Withdrawing

5

## Conservation District Applicants

Guide to Appointments

Where and How to File for an Appointed Position

3

Qualifications to Serve as an Appointed Supervisor

4

# Election Q & A Forum

- Twice a month through the 2020-2021 election season
- Beginning on Tuesday, October 6
- Forums will take place every other Tuesday, from 8:30 – 9:30 am
- The forums will be recorded and posted to the Commission's elections web page for later listening
- You'll need to register for each session you want to attend. You'll use the same link for each meeting. The schedule is below:
  - October 2020: 6 & 20
  - November 2020: 3 & 17
  - December 2020: 1, 15, 29
  - January 2021: 12 & 26
  - February 2021: 9 & 23
  - March 2021: 9 & 23

# Election Q & A Forum

- Registration link: <https://global.gotomeeting.com/join/978698053>
- You can also dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.)
- United States: +1 (224) 501-3412
- One-touch: tel:+12245013412,,978698053#
- Access Code: 978-698-053
- New to GoToMeeting? Get the app now and be ready when your first meeting starts:  
<https://global.gotomeeting.com/install/978698053>



Questions?

Contact:

Bill Eller

*Election Officer*

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509.385.7512

Special thanks to:

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**CONSERVATION DISTRICTS**  
OF WASHINGTON STATE

*your window to healthy lands*