

DISTRICT DIRECTOR POSITION #1 ELECTION SCHEDULE

District Director Elected Position #1 will expire on March 31, 2008. Following is the schedule that must be followed to be in compliance with the district director election laws and rules. Please remember that all expenses pertaining to the election are reimbursed by the Commission and do not affect your district allocation.

- DECEMBER** At the December board meeting, set the dates for publishing notices of filing period and election in **all** newspapers in the district. This action must be recorded in the meeting minutes.
- JANUARY 1-21** Publish two times, with a seven day interval for daily papers, the *Notice of Filing Period for Election of District Director*, Form OCC-3D. (i.e. the first and second weeks or the second and third weeks.)
- WEEK OF JAN 21** *Affidavit of Publication of Filing Period or Election*, Form OCC-3E, due in Commission Office.
- FEBRUARY 1-14** Accept applications from those who apply by using *Notice of Declaration of Candidacy*, Form OCC-3F and *District Director Information Material*, Form OCC-3C. A copy of the applicant's cooperator agreement must be attached. The district must verify with the County Election Board that the individual is a registered voter in the district.

NOTE: If the board has sufficient information to believe that there will be an election, the board may select polling places, designate newspapers for Notice of Election, and appoint the District Election Committee at their February board meeting. (See procedures for holding an election located in the District Handbook for a complete list of action to be taken)

FEBRUARY 14 Close of business is the deadline for accepting applications. Mail Forms OCC-3F, OCC-3C and cooperator agreements for each individual that files to the Commission office.

- If no one files, notify the Commission. The Commission will declare the position vacant at the March Commission meeting and will request that the board recommend two individuals for appointment.
- If only one individual applies, and the applicant is determined eligible by the Commission, there will be no election.
- If two or more candidates file, advise the Commission at once. The Commission will notify the district whether candidates are eligible and whether an election will be held. If an election will be held use the procedures outlined on the back.

PROCEDURES FOR HOLDING AN ELECTION

FEBRUARY 14

By the close of business, notify the Commission that two or more candidates have filed. The Commission will need to certify that candidates are eligible. If certified, there are several deadlines and requirements that must be met. Those decisions can be made at the February board meeting, if time permits, or a special meeting may need to be held.

READ CHAPTER 3 OF THE CONSERVATION DISTRICT HANDBOOK ON COMPLETE RESPONSIBILITIES IN HOLDING A CONSERVATION DISTRICT DIRECTOR ELECTION. IF YOU HAVE QUESTIONS, CONTACT KIM TWEED IN THE COMMISSION OFFICE.

The board must take the following action during the meeting:

- Designate the number and location of polling places. Refer to the District Handbook for determining polling places. Fax the list of polling places to the Commission office immediately after the board meeting.
- Appoint the three-member District Election Committee to have charge of the election. Fax the names and addresses of the Committee to the Commission office immediately after the board meeting. Designate the chairperson of this Committee as all election material will be mailed to the chairperson.
- Determine the pay scale of the District Election Committee and Precinct Committee Members.
- The Notice of Election, Form OCC-3G, must be published in ALL newspapers within the district two times, one week apart with the last notice to be published at least five days prior to election. After the notice has been filed, send *Affidavit of Publication of Filing Period or Election*, Form OCC-3E to the Commission office.
- Designate two directors to be present when polls close to witness the destruction of unused ballots.

MARCH 7

Deadline for candidates to withdraw from election.

MARCH 11 - ELECTION DAY

After polls close, the District Election Committee shall mail the following to the Commission office:

- *Letter of Transmittal*, Form OCC-3I.
- *Report of Official Returns*, Form OCC-3J.
- *Affidavit of Registered Voter*, Form OCC-3K.
- All used ballots.

The Election Committee will destroy all unused ballots and materials in the presence of at least two members of the conservation district board of directors.

The Commission will certify the election and will forward Certificates of Election, oaths of office and loyalty oaths to district offices after the April Commission meeting.