

Oregon Soil and Water
Conservation Districts (SWCDs)

Candidate Packet for SWCD Director Elections



2012 General Election

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Thank you for your interest in the position of director with your local Soil and Water Conservation District (SWCD). The Oregon Department of Agriculture (ODA), Natural Resources Division is the elections officer for the SWCD director elections. This packet contains information about the election process, and includes the forms needed to file for the position of SWCD director. Please contact Heather Rickenbach if you have questions after reviewing this information.

Mailing Address:

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Natural Resources Division
Oregon Department of Agriculture
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Salem, OR 97301-2532

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Section 1

Information for Candidates

Step 1: Determine Eligibility Requirements for Position

See page 9 for Oregon Revised Statutes (ORS) 568.560(1) Director Requirements and Eligibility.

There are two types of director positions available on local SWCD boards; zone and at-large positions. Check with the local SWCD office to determine if you are eligible for an at-large position or a zone position. ODA will review the information provided on the Declaration of Candidacy form to ensure the candidate qualifies for the position.

A. At-large director requirements:

- ✓ Must reside within the boundaries of the conservation district; and
- ✓ Be a registered voter.

There are no land ownership or management requirements for at-large positions.

B. Zone director requirements: two options are available to an individual.

Option #1:

- ✓ Own or manage 10 or more acres of land in the district by:
 - Residing within the zone that is represented; or
 - Owning or managing 10 or more acres within the zone that is being represented; and
- ✓ Be involved in the active management of the property; and
- ✓ Reside within the boundaries of the district; and
- ✓ Be a registered voter.

OR

Option #2:

- ✓ Reside within the zone that is represented; and
- ✓ Has served at least one year as a director or associate director of a district; and
- ✓ Has a conservation plan approved by the district board; and
- ✓ Be a registered voter.

Step 2: Declaration of Candidacy

Candidates must complete **all** fields and sign the *Declaration of Candidacy for Director* form to certify the candidate meets the eligibility requirements for the position. If you are running for an at-large position, you must include the position number on the form (e.g., Zone 1, Zone 2, Zone 3, Zone 4, Zone 5, At-Large 1, or At-Large 2).

See page 10 in this packet for additional guidelines on completing the *Declaration of Candidacy for Director* form.

File the original *Declaration of Candidacy for Director* form and the certified *Petition for Nomination Signature Sheet* with the ODA, Natural Resources Division no later than 5:00 p.m. on August 28, 2012.

Step 3: Petition for Nomination Signature Sheet

- a. Complete the top part of the *Petition for Nomination Signature Sheet*. You **must** include the position number on the form (e.g., Zone 1, Zone 2, Zone 3, Zone 4, Zone 5, At-Large 1, or At-Large 2).
- b. Circulate the petition for 10 or more signatures among registered voters who reside in the district. Candidates are advised to obtain more than the required number of signatures to ensure the petition contains the required 10 valid signatures. This is to help ensure there are adequate signatures in the case some signers are not registered voters or do not reside within the district.
- c. Candidate submits the *Petition for Nomination Signature Sheet* to the local county elections official for signature verification. The county elections official will review the forms for circulator certification (if needed), and verify the original signatures. Time should be allotted for the verification process before the filing deadline of 5:00 p.m. on August 28, 2012.

After certifying the signatures, the county elections official will return the certified form to the candidate.

Step 4: File Completed Forms

Candidate files the original certified *Petition for Nomination Signature Sheet* and *Declaration of Candidacy* form with ODA.

Candidate must file these documents between July 30, 2012, and 5:00 p.m. on August 28, 2012. Documents received before July 30, 2012, will be returned to the candidate.

All required filings must be received no later than 5:00 p.m. on August 28, 2012, at the following address:

Heather Rickenbach
Grants Administrative Officer
Natural Resources Division
Oregon Department of Agriculture
635 Capitol Street NE
Salem, OR 97301-2532

NOTE: The deadline to file the original certified forms with ODA is no later than 5:00 p.m. on August 28, 2012

Original, certified petitions must be submitted by mail or hand-delivered to the ODA, Natural Resources Division. Facsimile transmissions, electronic format, and photocopied documents will not be accepted (ORS 246.021).

Step 5: (If Applicable) Contribution and Expenditure Reporting

Candidates expecting to receive or expend more than \$750, but less than \$3,000, must file the required forms with the Oregon Secretary of State's office within three business days of receiving or spending money, but no later than when the completed petition is filed. Candidates should refer to the *Candidate "Quick Guide" on Campaign Finance Reporting in Oregon* included in Section 2 of this packet for more instructions and contact information.

For questions regarding the Contribution and Expenditure Reporting requirements, copies of forms, publications, or manuals, please contact the Oregon Secretary of State, Elections Division.

Step 6: (Optional) County Voters' Pamphlet

Candidates have the option of filing in the county Voters' Pamphlet in counties where one is published. Contact your local County Elections Office for deadlines, forms, and the fee required for placing information in the Voters' Pamphlet.

Candidate Filing Checklist

Below is a general checklist for the SWCD director election process for candidates. All required forms are available in Section 2 of this packet. Instructions for each step are outlined on pages 3 and 4.

√ If Completed	Items to Complete
<input type="checkbox"/>	Determine position and eligibility (Step 1).
<input type="checkbox"/>	Declaration of Candidacy (Step 2).
<input type="checkbox"/>	Petition for Nomination Signature Sheet (Step 3):
<input type="checkbox"/>	<ul style="list-style-type: none"> • Complete top sections for candidate name, district name, and position;
<input type="checkbox"/>	<ul style="list-style-type: none"> • Candidate circulates petition gathering no less than 10 qualified signatures;
<input type="checkbox"/>	<ul style="list-style-type: none"> • Submit petition to local county clerk for signature verification and certification; and
<input type="checkbox"/>	<ul style="list-style-type: none"> • County clerk returns certified petition to candidate.
<input type="checkbox"/>	Candidate files the original certified “Petition for Nomination Signature Sheet” and the “Declaration of Candidacy” form with the ODA, Natural Resources Division. Candidates must file these documents with ODA between July 30, 2012, and 5:00 p.m. on August 28, 2012 (Step 4).
<input type="checkbox"/>	If applicable, file any required contribution and expenditure reports with the Oregon Secretary of State, Elections Division (Step 5).
<input type="checkbox"/>	Optional: Local Voters’ Pamphlet (Step 6).

Withdrawal of Candidacy

If a withdrawal form is not filed with ODA by 5:00 p.m. on August 28, 2012, the candidate's name will appear on the ballot. A candidate must file a completed Withdrawal of Candidacy form with ODA and include a reason for the withdrawal. The Withdrawal of Candidacy form is included in Section 2 of this packet.

Write-In Candidates

If no candidate filed to have their name place on the ballot for a position, then the position becomes open for write-in candidates. Individuals may file a *Declaration of Intent and Request for Write-In Votes to be Tallied* form with ODA to have write-in votes cast in their behalf tallied. Candidates must file this form no later than 5:00 p.m. on October 23, 2012.

The county clerk will not count any write-in votes cast for any person for that position if there are no names on the ballot, and if there are no *Declaration of Intent and Request for Write-In Votes to be Tallied* forms filed.

Please contact Heather Rickenbach if the write-in option is being considered. This form may be obtained at the local Soil and Water Conservation District office, or at <http://oregon.gov/ODA/SWCD/>

2012 Election Calendar for SWCD Director Elections

Date	Description of Event	Reference
July 30, 2012	First day for district candidate to file <i>Declaration of Candidacy</i> and <i>Petition for Nomination Signature Sheet</i> with ODA. Petitions received before this date will be returned to the candidate.	ORS 568.520 OAR 603-071-0030 (30 days before final filing date)
Within 3 days of spending or receiving money, but no later than when completed petition is filed.	Candidates expecting to receive or expend more than \$750, but less than \$3,000, must file the required forms with the Oregon Secretary of State's office within three business days of receiving or spending money, but no later than when the completed petition is filed.	ORS 260.035 <i>Candidate "Quick Guide" on Campaign Finance Reporting in Oregon</i>
August 28, 2012	Last day for district candidate to file the <i>Declaration of Candidacy</i> and <i>Petition for Nomination Signature Sheet</i> forms with ODA no later than 5:00 p.m.	ORS 568.520 ORS 255.235 OAR 603-071-0030 (70 days before election)
	Last day for district candidate to file the <i>Withdrawal of Candidacy</i> form for general election with ODA no later than 5:00 p.m.	
August 29, 2012	First day for district candidate to file the <i>Declaration of Intent and Request for Write-In Votes to be Tallied</i> form with ODA.	ORS 568.530
*September 6, 2012	Last day for ODA to file a statement of candidates to the county clerks for placement on the general election ballot.	ORS 568.530 OAR 603-071-0030 (61 days before election)
October 23, 2012	Last day for district candidate to file <i>Declaration of Intent and Request For Write-In Votes to be Tallied</i> form with ODA no later than 5:00 p.m.	ORS 568.530 (14 days before election)
November 6, 2012	Election Day	ORS 254.056
*November 26, 2012	Last day for county clerk to prepare and deliver election abstracts to ODA.	ORS 255.295
*December 6, 2012	Last day for ODA to certify election results to county clerk.	ORS 255.295
*Prior to January 1, 2013	ODA issues certificates of election to candidates having the most votes.	ORS 568.520 ORS 254.568
January 1, 2013	First day newly elected directors may take the <i>Oath of Office</i> .	Oregon Constitution Article XV, Section 3 ORS 254.568

*Rows highlighted in grey are for informational purposes only. Candidates are not responsible for these items.

Oregon Revised Statutes (ORS) Relating to SWCD Director Elections

Statutory Reference: ORS 568.560 Number of directors; director qualifications; officers; election; terms; vacancies.

(1) The local governing body of the soil and water conservation district shall consist of a board of either five or seven directors elected or appointed as provided by law. To ensure proper representation of all the people in the district and to facilitate district functions, the State Department of Agriculture shall provide for the zoning of each district, and shall provide each time directors are elected or appointed for the proper and equitable representation for each zone.

(2) Two director positions shall be at-large positions. At-large directors must reside within the district and be registered voters.

(3) Zone directors must own or manage 10 or more acres of land in the district, be involved in the active management of the property, reside within the boundaries of the district and be registered voters. Zone directors may either reside within the zone that is represented or own or manage 10 or more acres within the zone that is represented and be involved in the active management of the property. An individual may also serve as a zone director when the individual, in lieu of the other requirements specified in this subsection, resides within the zone that is represented and indicates an interest in natural resource conservation as demonstrated by serving at least one year as a director or associate director of a district and having a conservation plan that is approved by the district. Candidates nominated for director from a specific zone shall be voted on by all electors within the district.

(4) The directors shall designate a chairperson, secretary and other officers as necessary and may, from time to time, change such designation.

(5) The term of office of each director shall be four years, except that:

(a) Of the directors first appointed under ORS 568.400, two shall serve until January first following the first general election following their appointment, and three shall serve until January first following the second general election following their appointment, as determined by the department, and thereafter, their successors shall be elected as provided by law for other elected directors.

(b) Of the directors first elected as provided in ORS 568.545 (1), three shall serve until January first following the first general election and four shall serve until January first following the second general election after the date of their election, as determined by them by lot at the meeting referred to in ORS 568.545 (1).

(c) Of the directors first elected as provided in ORS 568.565 (1), three shall serve until January first following the first general election and two shall serve until January first following the second general election after the date of their election, as determined by them by lot at the meeting referred to in ORS 568.565 (1).

(d) Of the zone directors elected as provided under ORS 568.565 (2), three shall serve until January first following the first general election and two shall serve until January first following the second general election after the date of their election, as determined by lot at the meeting referred to in ORS 568.565 (2).

(6) A director shall hold office until a successor has been elected or appointed, has qualified and has taken the oath of office or until the office becomes vacant under subsection (7) of this section. Any vacancy occurring in the office of director shall be filled as provided by subsection (8) of this section.

(7) A director position becomes vacant under the following circumstances:

(a) The department, upon the written recommendation of a majority of the members of the local governing body of a district, may declare vacant the position of a director who is absent from three consecutive meetings of the local governing body of the district. A position becomes vacant under this subsection upon the issuance of the declaration by the department.

(b) No nominee for the position qualifies under ORS 568.530 to have the name of the nominee furnished to the county clerk for placement on the general district election ballot and no person qualifies under ORS 568.530 to have write-in votes counted. A position becomes vacant under this paragraph on January 1.

(c) The department determines that a candidate receiving the most votes at an election does not qualify under this section to hold the position. A position becomes vacant under this paragraph on January 1 next

following the election at which the unqualified candidate was elected unless an appointee to the position has been selected under subsection (8) of this section.

(d) A director serving in a position no longer qualifies under this section to hold the position. A position becomes vacant under this paragraph upon the department's declaration that the person no longer qualifies for the position.

(e) A director resigns from a position. A position becomes vacant under this paragraph upon the department's receiving notice of the resignation.

(f) A candidate who received the most votes at an election, or an appointee, refuses to take the oath of office as a director.

(8) A director position that becomes vacant before the scheduled expiration of a term shall be filled by appointment by a majority of the remaining directors. However, if a majority of the director positions are vacant or if the remaining directors cannot agree on an appointee, the department shall make an appointment to fill the position.

(9) An appointment under subsection (8) of this section shall end on January 1 next following the first general district election held after the appointment. If the appointment ends under this subsection before the January 1 that would normally complete the four-year term of office for the position, the position shall be placed on the ballot at the next general election as provided under ORS 568.530 to fill the position for the remainder of the four-year term. [Amended by 1955 c.142 §17; 1957 c.603 §5; 1961 c.641 §2; 1965 c.75 §1; 1969 c.393 §2; 1969 c.669 §§16, 19; 1973 c.656 §14; 1981 c.92 §32; 1993 c.166 §2; 2007 c.690 §5; 2009 c.220 §28]

Guidelines and Requirements for Completing the Declaration of Candidacy form (ORS 249.031)

Information in the fields for occupation, occupational background, educational background and prior governmental experience are required and must be accurate. A false statement may be enforced as a Class C Felony.

1) Occupation

Include current full or part-time employment or other line of work, business, craft or professional information. It is not required to indicate whether paid or unpaid.

- To be included, no minimum or maximum amount of time spent at an occupation is required.
- Not every occupational experience must be included, but information must be accurate.
- To indicate no relevant information "None" or "NA" must be entered.
- The nature of the work should be entered rather than a generic description (i.e., self-employed writer rather than self-employed or grocery store manager rather than manager).
- An occupation that requires a specific license, permit or degree must not be listed unless the license, permit or degree has been obtained and is currently valid (i.e., Attorney, Doctor of
- Chiropractic, Paramedic).

2) Occupational Background

- Include previous full or part-time employment or other line of work, business, craft or professional information. It is not required to indicate whether paid or not paid.
- Not all occupational experience information must be included, but it must be accurate.
- To be included, no amount of time spent at an occupation is required.
- To indicate no relevant information "None" or "NA" must be entered.
- The nature of the work should be entered rather than a generic description.
- An occupation that requires a specific license, permit or degree may not be listed unless the license, permit or degree has been obtained and is currently valid (i.e., Attorney, Doctor of Chiropractic, Paramedic).

3) Educational Background

- Provide the complete name of a school rather than acronyms.
- If a school's name has changed since attendance, include both the old and new names.
- Kindergarten or grade schools attended are not required.

- Not every educational experience must be included but it must be accurate.
- Do not indicate a diploma, degree or certificate unless it has already been obtained. Honorary degrees are not considered a degree.
- A degree indicates a college, university or professional school has conferred a title upon the person for completion of a program of study. For this purpose an honorary degree shall not be included under this requirement.

4) Prior Governmental Experience

- Include current and previous governmental experience. This includes appointed boards and commissions, elected boards and other elected or appointed public offices.
- Full or part-time, paid or unpaid or volunteer experience may be included. It is not required to indicate whether paid or not paid.
- Not all previous governmental experience must be included but it must be accurate.
- To be included, no amount of time spent at an experience is required.
- To indicate no relevant information “None” or “NA” must be entered.
- Include the complete name of the position. Do not use acronyms.

Section 2

Candidate Forms

- Declaration of Candidacy form
- Petition for Nomination Signature Sheet
- Candidate “*Quick Guide*” on Campaign Finance Reporting in Oregon
- Withdrawal of Candidacy form