



2025-2026 Conservation District Elections Training



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

SCC Regional Managers

September 25, 2025

Logistics

- Webinar is being recorded and will be posted to Commission's CD elections web page, along with slides
- We will pause frequently to answer questions so.....use the chat feature on your dashboard to type in questions or raise your hand at any time

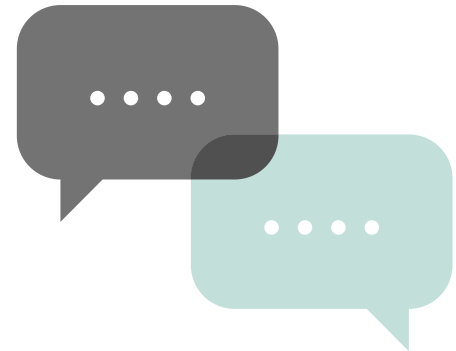
Agenda

- Welcome, Agenda Overview
- Meeting Objectives
- Basic Election Procedures Review
 - What's new?!
- Resources and Reminders
 - Tips and trip hazards
 - Appointments
 - Online Resources
- Conservation Month
- Questions & Answers
- How to get help
- Wrap-up

Your turn!

- How long have you been serving as the election supervisor for your district?
- Or, if you're not the election supervisor what (if any) is your role in this year's election?

Type answers into the Chat



Why are we doing this?

- To train CD personnel on election rules & procedures
- Comply with WAC rule & Commission election policy
- Prevent/minimize the chance your district will have to repeat their election

“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 the Washington Administrative Code (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

Basic Election Procedures Review

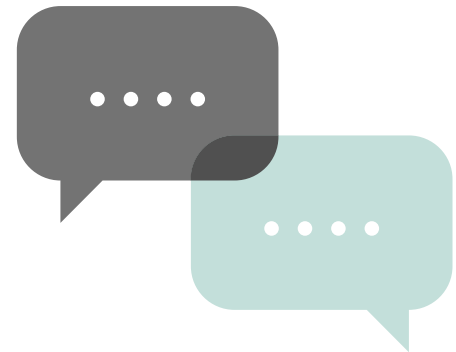
CD Election Timeline

Election Training	Adopt Election Resolution	Hold Election (must be held Jan-Mar per statute)		
Review Procedures	Provide Notice to the Public		Submit EF2	Election Winners Certified and Announced at May SCC Meeting
Adopt Policies	Submit EF1 Form	Submit EF2 Form after Election	SCC Canvasses Returns	
August - October	October - December	January - March	April	3rd Thursday in May

Your turn!

- How many days do you have after the election resolution is passed by the board to post notice in the paper?

Type answers into the Chat



Answer

7

WAC 135-110-220

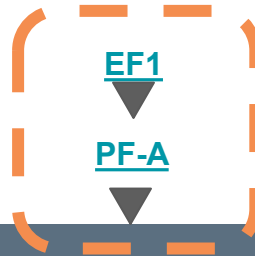
Due notice required before and after election resolution.

(1) Not later than seven days following the conservation district's adoption of the election resolution, due notice containing all election information in the resolution must be published, using the filing deadline as the date for determining compliance with due notice requirements.

Before Election

Adopt Election Resolution

Publish notice of Adopted Election Resolution 7 days after adoption



- Verify eligibility of candidates
- May publish candidate-provided information
- Obtain list of registered voters
- Determine polling officers (not CD employees or board members)

Aug-Oct

- Policies/SCC Training
- Appoint Election Supervisor
- Decide if election is on-site, remote, or both (set deadline for requesting ballots for mail-in)
- Review WAC 135-110

1 Month Before Election

Candidate Filing Deadline

Jan-Mar

Hold Election

Important! These are only *some* of the procedures that must be completed before the Election. Make sure to review [WAC 135-110!!!](#)

Your turn!

- According to the definition of “Due Notice”, how many times must the notice of the election resolution be published in the paper?

Type answers into the Chat



Answer

Twice

"Due notice" or "notice" means a notice published at least twice, with at least six days between publications, in a publication of general circulation within the affected area. If there is no such publication, a notice may be posted at a reasonable number of public places within the area where it is customary to post notices concerning county and municipal affairs. There is no requirement for publication of a legal advertisement in a newspaper of record. However, if a legal advertisement is published, a copy of the announcement as published, showing the date of publication, is sufficient proof of publication..

Notice of the election

- [WAC 135-110-220 \(1\)](#)
- 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 (needs to be published twice, at least a week apart – refer to “**due notice**” definition in the WAC and guide)
 - Ideally publish in the newspaper. If there is no such publication, a notice may be posted at a reasonable number of public places... (at a *minimum* – may be published by the CD in other media as well (website, social media, newsletters, etc. – also included in due notice definition)

The voter list

- **WAC 135-110-400**

Conservation district to obtain list of registered voters.

- ***By the first election day***, the conservation district must obtain a current list of registered voters from the county auditor for all territory within the conservation district boundary.

County Auditor...or Secretary of State? It varies by county. Check with your County Auditor early!

Election Resolution Sample

Found in APPENDIX D of the [Election and Appointment Guide](#)

REQUIRED INFORMATION

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

Appendix D: Sample Election Resolutions

[DISTRICT NAME] Conservation District
Resolution # [NUMBER]
[DATE]

WHEREAS, the Board of Supervisors of the [DISTRICT NAME] Conservation District ("District") operates under the laws of the State of Washington applicable to conservation districts.

WHEREAS the District is governed by a five-member board, as set out in RCW Chapter 89.08 and WAC Section 135-110.

It is RESOLVED that a **POLL SITE** election for an open position on the District board of Supervisors will be held on [DATE] from [START TIME] until [END TIME] at the [PHYSICAL ADDRESS OF ELECTION].

The elected position whose term is expiring in May [YEAR] is currently held by [ELECTED SUPERVISOR NAME].

The appointed position whose term is expiring in May [YEAR] is currently held by [APPOINTED SUPERVISOR NAME].

Interested candidates must be registered voters who reside within the boundaries of the District. **[IF APPLICABLE, INCLUDE THIS SENTENCE, OTHERWISE DELETE IT:** Candidates are required to be landowners or operators of a farm, based on the current composition of the District board of supervisors.] The filing deadline for candidates to file their candidate required information is [DATE AND TIME (month/day/year)]. Interested candidates must file their candidate required information at the following location [ADDRESS], no later than [TIME]. Candidate required information will be accepted at that location by **[CHOOSE ALL THAT APPLY]** in-person delivery, by mail (postmarked no later than [DATE]), or by email to [INSERT EMAIL ADDRESS].

Eligible voters are registered voters who reside within the boundaries of the District. The last day and time that voters can request ballots from the District is [DATE AND TIME (month/day/year/time)]. Ballots can be requested from [NAME OF DISTRICT / STAFF PERSON, LOCATION, PHONE NUMBER, ETC.]. If a voter is returning a ballot by mail, the voter must account for the time it will take for the ballot to be returned to the district by mail. Ballots returned by mail must be post-marked no later than Election Day, [DATE (month/day/year)]. Ballots returned by other means must be returned to [PHYSICAL ADDRESS OF ELECTION] no later than [TIME] on Election Day, [DATE (month/day/year)].

The election supervisor will be [NAME].

A conservation district supervisor is a public official who serves without compensation and who sets policy and direction for the conservation district. The published election procedures can be viewed at the District office and are available from the Washington State Conservation Commission at <http://scc.wa.gov/>.

Adopted at a regular board meeting of the District Board of Supervisors on [DATE].

Chair Signature

Board member

Board member

Board member

Board member

Election Resolution should

- Closely follow one of the templates provided, check with your RM if making substantive changes.
- Give folks all the information they need to participate in your election as a voter or a candidate.
- Be proofread a couple of times by different people before finalizing, it's easy to make small errors that matter.

Election Notice Samples

Found in **APPENDIX B** of the [Election and Appointment Guide](#)

This is only an example, make sure to read through the entire template text and remove what doesn't apply to your district election! (i.e. mail-in elections...)

You can include your website and anything that helps provide more information to voters. Make it user friendly!

Appendix B: Due Notice Compliance Notice Examples

Please refer to WAC 135-110-110, WAC 135-110-210, and WAC 135-110-220 for specific requirements about minimum content in notices published for elections and appointments.

We recommend providing notices to the potential candidates long before the election, announcing vacancies and seeking candidates.

Sample notice of the **adopted election resolution** that meets minimum requirements for a **poll-site** election:

A poll-site election for a board seat on the Teton Conservation District will be held on [month] [day], [year] at [address] location. Polls will open at [time] and close at [time]. Registered voters who reside within the Conservation District boundary are eligible to vote. The last day and time that an eligible voter can request a ballot from the District is **[DATE AND TIME (month/day/year/time)]**. Ballots can be requested from **[NAME OF DISTRICT / STAFF PERSON, LOCATION, PHONE NUMBER, ETC.]**. If a voter is returning a ballot by mail, the voter must account for the time it will take for the ballot to be returned to the district by mail. Ballots returned by mail must be post-marked no later than Election Day, **[DATE (month/day/year)]**. Ballots returned by other means must be returned to **[PHYSICAL ADDRESS OF ELECTION]** no later than **[TIME]** on Election Day, **[DATE (month/day/year)]**. Candidates must registered voters residing in the conservation district. **[IF APPLICABLE, INCLUDE THIS SENTENCE, OTHERWISE DELETE IT: Candidates are required to be landowners or operators of a farm, based on the current composition of the District board of supervisors.]** The filing deadline for candidates to file their candidate required information is **[DATE AND TIME (month/day/year/time)]**. Interested candidates must file their candidate required information at the following location **[ADDRESS]**, no later than **[TIME]**. Candidate required information will be accepted at that location by **[CHOOSE ALL THAT APPLY]** in-person delivery, by mail (postmarked no later than **[DATE]**), or by email to **[INSERT EMAIL ADDRESS]**. Elections procedures are available at the district office. Please contact the District office at [phone] or at the District office at [address] if you have any questions.

Sample notice of the **adopted election resolution** that meets minimum requirements for a **mail-in only** election:

A mail-in only election for a board seat on the Teton Conservation District will be held on [month] [day], [year] at [address] location. Registered voters who reside within the Conservation District boundary are eligible to vote. The last day and time that an eligible voter can request a ballot from the District is **[DATE AND TIME (month/day/year/time)]**. Ballots can be requested from **[NAME OF DISTRICT / STAFF PERSON, LOCATION, PHONE NUMBER, ETC.]**. The voter must account for the time it will take for the ballot to be returned to the district by mail. Ballots returned by mail must be post-marked no later than Election Day, **[DATE (month/day/year)]**. Ballots returned by other means must be returned to **[PHYSICAL ADDRESS OF ELECTION]** no later than **[TIME]** on Election Day, **[DATE (month/day/year)]**. Candidates must registered voters residing in the conservation district. **[IF APPLICABLE, INCLUDE THIS SENTENCE, OTHERWISE DELETE IT: Candidates are required to be landowners or operators of a farm, based on the current composition of the District board of supervisors.]** The filing deadline for candidates to file their candidate required information is **[DATE AND TIME (month/day/year/time)]**. Interested candidates must file their candidate required information at the following location **[ADDRESS]**, no later than **[TIME]**. Candidate required information will be accepted at that location by **[CHOOSE ALL THAT APPLY]** in-person delivery, by mail (postmarked no later than **[DATE]**), or by email to **[INSERT EMAIL ADDRESS]**. Elections procedures are available at the district office. Please contact the District office at [phone] or at the District office at [address] if you have any questions.

- Use [master checklist](#) provided in [Election and Appointment Guide](#)
- Provide polling officers at polling site
- Ensure polling site is accessible
- Each poll site must have a ballot box and signage
- Assure privacy in voting
- If eligibility cannot be determined, use a provisional ballot*
- Polls to close at published time (but may be extended to accommodate voters)

During Election



Important! These are only *some* of the procedures that must be completed during the Election. Make sure to review [WAC 135-110!!!](#)

Mail-in or hybrid elections – timing considerations

- Consider mailing delays in your area and maybe add several days after the “postmarked by” deadline to minimize the number of ballots you cannot include
- For hybrid elections, folks might expect to drop ballots off late on the in-person day and have them counted. Consider adding a couple of days to accommodate this
- Try not to worry about getting an unofficial result right away. Other considerations (reducing stress for polling officers, including as many votes as possible) might be more important.

Polling officers - reminders

- **WAC 135-110-440 – Employees and municipal officers of district must not be polling officers**
- Need 2 polling officers
- 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 can 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 service organizations (i.e., the League of Women Voters, service clubs, etc.) who may be willing to serve.
- Have a backup plan if polling officers get sick or are unavailable
- Okay to tabulate the day after, with fresh eyes, can enlist a different polling officer.
- Make sure you have separate checklists for each day that you count votes!
- **WAC 135-110-550 - Poll lists must be used**

Pop quiz

- Who can serve as a polling officer?
- Who can serve as the elections supervisor?
- Other questions?

New (ish) & notable!

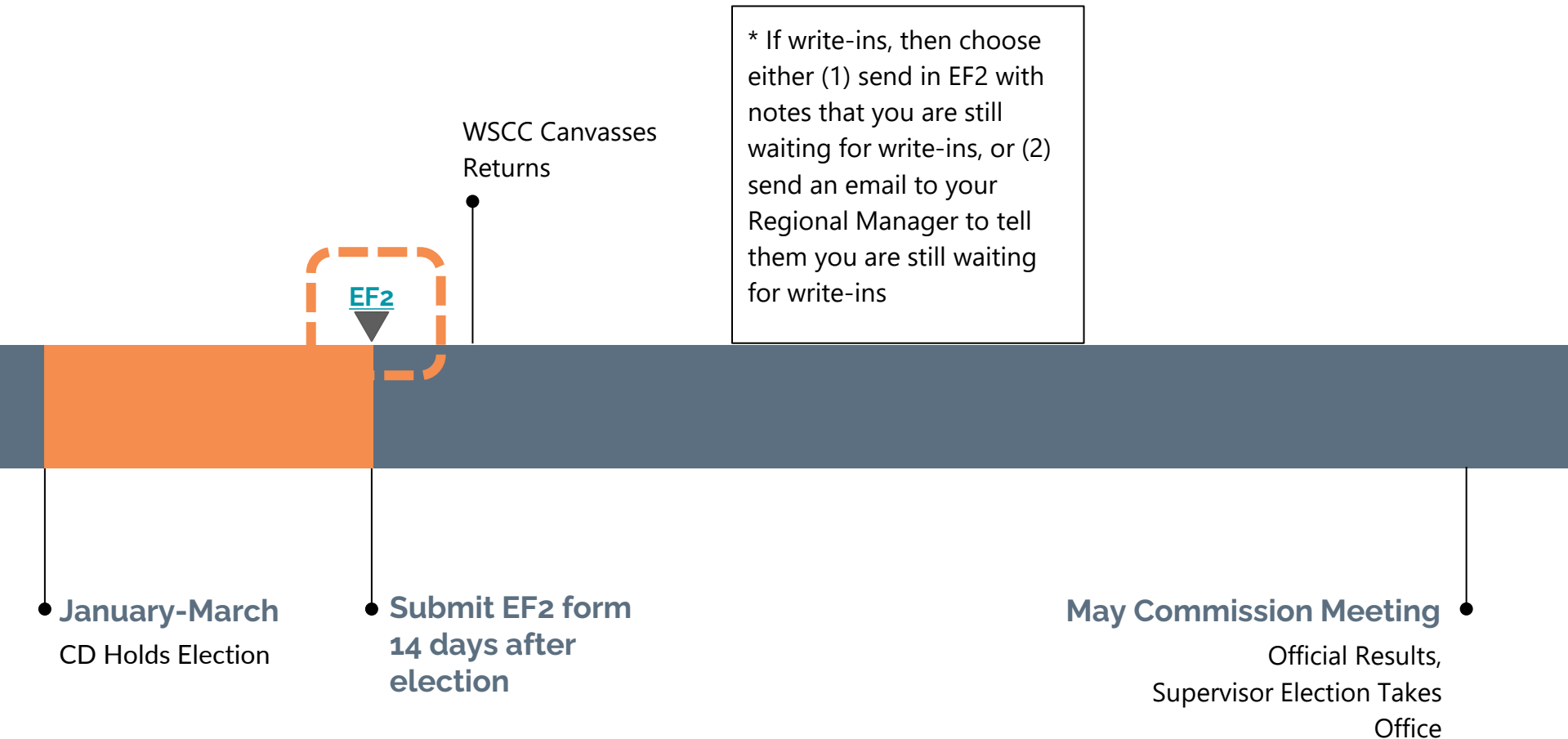
Change to Checklist 2

- No need to open or tabulate disqualified ballots
- Only tabulate qualified ballots
- Tabulate total number of disqualified ballots (not required to be opened)
- [Updated checklist 2](#)

Write-Ins

- All candidates (declared and write-ins) will need to have all their votes tabulated.
- The [Election and Appointment Guide](#), on page 9, talks about what happens with write-ins, but it doesn't give the whole story. Make sure to read WAC [135-110-360](#).
- A write-in candidate can win an election if they receive more votes than the incumbent (different than general election rules)

After Voting Closes



Ballot results to be reported

- [WAC 135-110-750](#)
- [EF2](#) form, which contains the ballot results, must be reported to the Commission
 - **Within 14 days of the election**
 - **NOTE:** unless, after consultation with the Commission, the election supervisor determines more time is needed (*i.e. you have a write-in candidate – they get 28 days AFTER the election to get candidate required information (PF-A) to you*)

“Results” and Messaging

- Wait for it...
- SCC announces results after May Commission Meeting – be careful about any communications before that
- **WAC 135-110-720** Polling officers may announce *unofficial* results

Roles and Responsibilities

Roles and Responsibilities



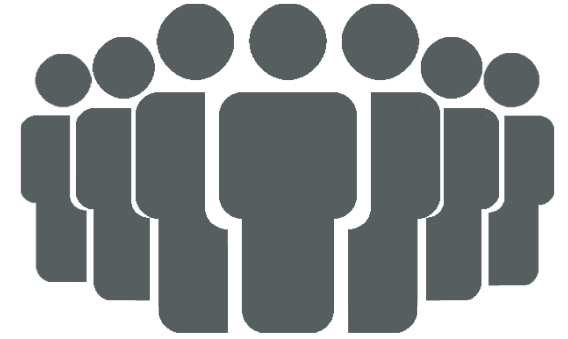
**CONSERVATION DISTRICTS
OF WASHINGTON STATE**
your window to healthy lands



**Washington State
Conservation
Commission**

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

CD Board of Supervisors



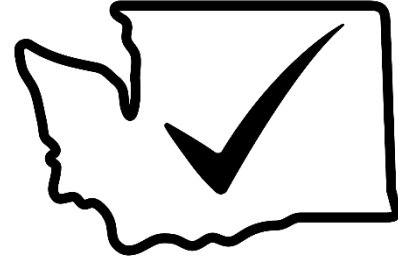
- Before
 - Review policies & procedures, ensure staff support, designate election supervisor, adopt election resolution, seek candidates & encourage voters to participate
- During
 - Ensure adequate staffing for the election
 - Vote if eligible!!!
- After
 - Review election policies & procedures, welcome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

CD Election Supervisor



- Before
 - Review policies & procedures, prepare election forms, find poll officers, assign CD staff tasks, prepare ballots, ensure candidate eligibility, fulfill ballot requests, answer candidate & 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, 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



Let's dig into some resources and reminders...

Make sure you review
WAC Chapter 135-110 as well as the
Election and Appointment Guide !!!

This training is just an overview

Tip – Avoid missing important deadlines and steps

Set reminders & use the:

- [Election Calculator](#)
- Election Supervisor Master Checklist on page 29-31 of the [Election and Appointment Guide](#)

Elections Calculator tips

- The Calculator is only a tool – shows minimum time between steps
- You can add more time/cushion between steps – often advisable
- **Double check none of your steps/due dates fall on a weekend or holiday**

Tip – Candidate Statements

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](#) & establish a candidate optional information policy and follow it **completely and totally!**

*** if you do not adopt a candidate optional information policy your hands are tied***

Example Bio

Born in Washington. Graduated from the School of Life.

Farm owner and operator. I have participated in Conservation District Programs for many years. 2021 Wildlife Steward of the Year - Washington Association of Conservation Districts

Have conducted studies about soil erosion for popular magazines and scientific journals. Former school board member, served in various volunteer roles with the Conservation District.

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 J.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.

WAC 135-110-790 - Procedure for contesting elections.

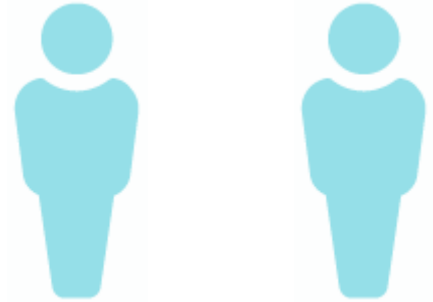
- Conservation District Election Feedback Form (Formstack) – **located on SCC's public facing Voting Webpage**, can be submitted by public up to April 30
- Complaints go to the Executive Director (ED) and procedure under WAC-135-110-790 is followed (SCC commissioner notification, investigation, etc.)
- ED makes determination of significant **non-compliance**, and makes recommendation to SCC commissioners
- SCC commissioners take final action –
 - No action
 - Recommend re-doing the election

Replacement of elected supervisors (mid-term)

- [WAC 135-110-970](#)
- This happens!
- If you have this situation, reach out to your Regional Manager

Appointments

2 APPOINTED (Don't need to live in the district, 1 of the 2 will need to be a landowner or farm operator)



- Don't forget about appointments!
- Applications ([AF-1](#)) must be received by the Commission no later than **March 31**
- Due notice is required – completed at least 28 days prior to March 31
- Sample notices for full-term appointments can be found in **APPENDIX B** of the [Election and Appointment Guide](#)
- Consult with the Commission if an appointed position needs to be filled mid-term

Online Resources

Website: Resources for Election Administrators

<https://www.scc.wa.gov/cd/elections-administrators>

FOR CDs/Election Supervisors:

- Election and Appointment Guide
- Elections Calculator (remember, only a guide!)
- FAQs
- Election and Appointment WAC
- Forms
 - *Required forms EF1 & EF2*
- Issue Advisories

FOR CANDIDATES:

- Election Candidate Guides
- Appointment Applicant Guide

FOR VOTERS

<https://www.scc.wa.gov/voting-in-your-local-election>



Conservation District Resources

VSP Administrators

[Home](#)

[Who We Are](#)

[What We Do](#)

[Grant Programs](#)

[Collaborations](#)

[Get Involved](#)

[News](#)

[Contact](#)

Voting in Your Local Election



Find Your District

Did you know that there are 45 conservation districts across the state? Find out which one you live in!

[Conservation Districts](#)



Election Calendar

Every conservation district election takes place at a different time. In many, you need to request a ballot. Get your district's info.

[Calendar of Events](#)



Media Kit

Want to help spread the word about local conservation district elections in your community? Download the elections promotion kit!

[Media Kit](#)



ELECTION ADVERTISING BEST PRACTICES

How to get the most engagement possible with your election advertising.



LEGAL REQUIREMENTS

Legally conservation district's only requirement for advertising in their local newspaper and filling out their EF1s and EF2s.

Minimum amount of time that they need to allow for time to request ballot.



INTAKE FORMS & NEWSLETTERS

A good way to keep people informed about the elections are district newsletters.

Also, if you have a mail-in election it is best to have a form that someone can fill out to get their ballot.

Having only a telephone number could be a barrier.



WEBSITE

Election and candidate information should be placed on the website as soon as it is available.

SCC will also post your election information, or a link to the information, on their calendar of events and each district's individual page on the SCC website.



SOCIAL MEDIA

SCC (through Conservation Month funding) will pay for advertisements on social media that direct potential voters back to the website.

If you have a social media account, you should post your election information and deadlines there several times before your election.



OTHER ADVERTISING CHANNELS

Local radio shows
Local podcasts
Weeklies
Student newspapers
Neighborhood forums
Local news stations
Editorial sections
Local events
Local meetings
Free or earned media
Bulletin boards
Phone trees



ELECTION ADVERTISING BEST PRACTICES

WHAT DO WE NEED TO KNOW?

The when:

- When is the election happening?
- Are there any deadlines that voters need to know?
- Double check that you are avoiding weekends and holidays.

The where:

- Where do they vote? Is it online or in person?
- If ballot request is online, where should we send them for more information?

The how:

- If people need to request a ballot how do they do that?

The why:

- Add the the newsletter link if you have one and double check that it is correct at <https://www.scc.wa.gov/conservation-district-map>



ELECTION ADVERTISING BEST PRACTICES

GENERAL ELECTION TIMELINE

March

- **As soon as your election is complete**, remove any of the details (except maybe who won) from your district's webpage.

November/December

- To have plenty of time to make sure all your ducks are in a row, it is best to pass your election resolution as early in the year as possible.
- Make sure to fill out the EF1 form as early as you can.
- To be included in Conservation Month advertising, EF1 information needs to be submitted by Dec. 1.

January through March

Hold your election. Information will be added to [scc.wa.gov](https://scc.wa.gov/vote) according to the EF1 form. Please double-check the accuracy of this information.

Election Outreach Materials

- SCC has outreach materials to use in social media and other messaging methods.
- <https://www.scc.wa.gov/voting-in-your-local-election>
(Marketing Toolkit)
- Conservation Month



So...what if something out of the norm (not included in this presentation) comes up?

(a tie, weather emergency, no candidates, no one votes...)

- Consult the WAC, still not clear?
- Contact your regional manager!

We are here to help



Contact your
Regional Manager

Shana Joy, DDOP

Mike Baden, Northeast and North
Central

Jean Fike, Puget Sound

Allisa Carlson, South Central

Tami Stubbs, Southeast

Josh Giuntoli, Southwest

Questions and Answers



Suggestions / Feedback?

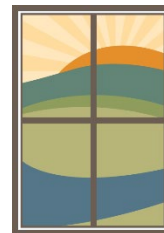
- Please feel free to provide and feedback or suggestions on this training and elections assistance at any time
- Contact your Regional Manager



Thank You!



Washington State
Conservation
Commission



CONSERVATION DISTRICTS
OF WASHINGTON STATE

your window to healthy lands