



Photo by Alexi Guddal,  
Whatcom Conservation District

WASHINGTON STATE CONSERVATION COMMISSION

# CONSERVATION DISTRICT ELECTIONS AND APPOINTMENTS DRAFT

GUIDE BOOK

Effective on September 29, 2026

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***\*\*Please note: The appendices to this guidance document are still under development and will be completed at a later time.\*\****

# SECTION 1: INTRODUCTION

## About the Washington State Conservation Commission

When created in 1939, conservation districts in Washington State were given the ability to conduct their own elections by the Washington State Legislature. Districts are governed by a board of supervisors, three of whom are elected and two of whom are appointed by the Washington State Conservation Commission (SCC). District elections are overseen by SCC.

**RCW 89.08.190:** “The commission shall establish procedures for elections, canvass the returns and announce the official results thereof.”

By holding their own elections, conservation districts have the responsibility to conduct fair elections, ensure privacy in voting, and comply with election policies. Election policies are state rules contained in Washington Administrative Code (WAC) Chapter 135-110. District supervisors and their election supervisor should read WAC 135-110 in its entirety to become familiar with the rules. This guide is not a replacement for the WAC, but a complementary resource.

**WAC 135-110** is periodically updated through a state rulemaking process, with the last update occurring in September 2026.

The process to appoint conservation district supervisors does not have rules in the WAC, aside from the requirement that districts identify expiring terms in their election resolutions (see below) and provide due notice of the information in the resolution. However, SCC has procedures in place to direct this process, which is covered in the final section of this guide.

This Election and Appointment Guide contains recommendations and best practices for conservation districts in conducting their elections and the appointment process. A district with questions about their election or appointment process should reach out to their regional manager.

## Contact Information

Washington State Conservation Commission

Telephone: (360) 407-6200

FAX: (360) 407-6215

Website: [www.scc.wa.gov](http://www.scc.wa.gov)

E-mail: [commission@scc.wa.gov](mailto:commission@scc.wa.gov)

### Mailing Address

PO Box 47721  
Olympia, WA 98504-7721

### Physical Address

Department of Ecology Building  
300 Desmond Drive SE  
Lacey, WA 98503

Please contact our office (360-407-6200) or TTY Relay (800-833-6384) to request this content in an alternate format.

## SECTION 2: ELECTIONS

### Election Timeline and Deadlines

Conservation district elections occur in January, February, or March, but the process starts several weeks before that. The best approach for a district to determine their timeline is to count back from the date of their election. SCC offers an election calculator (see below) to help with this count-down that includes all required steps in the process.

The [Election Calculator](#) counts the days between each step in the process and connects relevant roles, forms, and pages of the Election and Appointment Guide.

### Deadlines for required forms

- [EF1 - CD Election Information](#): due no later than the candidate filing deadline
- [EF2 - Election Report](#): due 14 days after election day

### Required Actions and Deadlines

| ACTION               | TIMELINE                                                                                                                                                                        |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Election Resolution  | Pass an election resolution in an open public meeting at least six weeks before the election; however, sooner is recommended to accommodate potential issues that cause delays. |
| Due Notice           | Within seven days of resolution adoption and again at least six days later.                                                                                                     |
| Candidate Filing     | At least four weeks before election day.                                                                                                                                        |
| File EF1             | No later than candidate filing deadline.                                                                                                                                        |
| Election Day         | Decided by the board in the election resolution. Be mindful of holidays or other dates that could pose a conflict.                                                              |
| File EF2             | 14 days after the election .                                                                                                                                                    |
| Certification by SCC | Usually at the May Commission Meeting.                                                                                                                                          |

|                                                                      | Quarter 3 |                   |                 | Quarter 4                 |                    |                           | Quarter 1       |     | Quarter 2                                                                     |                       |                         |     |
|----------------------------------------------------------------------|-----------|-------------------|-----------------|---------------------------|--------------------|---------------------------|-----------------|-----|-------------------------------------------------------------------------------|-----------------------|-------------------------|-----|
|                                                                      | Jul       | Aug               | Sept            | Oct                       | Nov                | Dec                       | Jan             | Feb | Mar                                                                           | Apr                   | May                     | Jun |
| <b>Election Training</b>                                             |           |                   | Online Training |                           |                    |                           |                 |     |                                                                               |                       |                         |     |
| <b>CDs Prepare for Elections</b>                                     |           | Review Procedures | Adopt Policies  | Adopt Election Resolution | Provide Due Notice | Candidate Filing Deadline | Submit EF1 Form |     | 4 weeks before the election                                                   |                       |                         |     |
|                                                                      |           |                   |                 |                           |                    |                           |                 |     | Due at the same time as the candidate filing deadline but please submit ASAP. |                       |                         |     |
| <b>CDs Hold Elections</b><br><i>Must be held Jan-Mar per statute</i> |           |                   |                 |                           |                    |                           | Hold Elections  |     | Submit EF2 after election                                                     |                       |                         |     |
| <b>SCC Certification</b>                                             |           |                   |                 |                           |                    |                           |                 |     | 3rd Thursday in May                                                           | SCC Canvasses Returns | SCC Certifies Elections |     |

# Roles and Responsibilities

## Board of Supervisors

The board of supervisors is responsible for adopting a resolution to establish the election, appointing an election supervisor, ensuring the election supervisor has the resources they need to conduct the election, and maintaining responsibility and oversight. The board can also designate an alternate that serves as a substitute for the election supervisor when they are unavailable.

## Election Supervisor

When the board adopts an election resolution, they also appoint an election supervisor. The election supervisor may be a district employee, another individual, or an entity. The election supervisor is trained in election policies and procedures, oversees the election, and serves as point person between the district and SCC.

The election supervisor prepares and submits required forms, advertises the election, appoints and prepares polling officers, and verifies candidate eligibility. They direct every step of the election, from issuing and safeguarding ballots to reporting results. They are responsible for verification of voters, assuring privacy in voting, accommodating voters with disabilities, and declaring election emergencies if necessary.

They also maintain required records throughout the election, including:

- List of registered voters (from state or county election offices)
- Candidate applications and filing records
- Poll lists to record voter participation and eligibility
- Ballot results
- A map that shows the legal boundary of the district

## Election Supervisor Alternate

It is highly recommended that the board of supervisors appoint an alternate for the election supervisor. If the election supervisor becomes unavailable, the alternate can assume the tasks necessary to conduct the election. This person should also be trained in election policies and procedures.

## Polling officers

Polling officers are appointed by the election supervisor to support the voting process. They may not be district employees (unless the election supervisor is serving as a polling officer), supervisors, or SCC staff, and may not have shared financial interests with any employee, candidate, or supervisor. However, polling officers may contract with the district to receive compensation for their work. Districts can also work with local service clubs (Rotary, Lions, League of Women Voters, etc.), staff from other conservation districts, and their local county election office.

Under the direction of the election supervisor, polling officers fulfill ballot requests, verify voter eligibility, safeguard ballots, tally votes, and monitor the election for compliance with election policies and procedures. At least two polling officers must be present during a poll-site election to safeguard ballots while polls are open. For mail-in elections, it is recommended that there are at least two polling officers present while ballots are tallied. The election supervisor may serve as a substitute for a polling officer.

## State Conservation Commission (SCC)

SCC provides technical support, ensures compliance, investigates complaints, and certifies conservation district elections.

The regional managers provide election administration and technical support to districts. Districts can reach out to their regional manager to ask questions and receive guidance about election policies and procedures. Reach out as early as possible in your election process for guidance, or as soon as you become aware of any unusual situation that may impact the election. Regional managers receive the forms and information submitted by districts and monitor their districts' election procedures. When the election is complete, they review all documentation.

At the May Washington State Conservation Commission business meeting, the commissioners will evaluate the election results to determine if the district followed all the necessary policies and procedures. If they concur, commissioners will vote to certify and announce official election results.

In some instances, commissioners may not be able to certify an election in May. This can happen if a complaint has been registered for that election. Written complaints can be sent to SCC using an online form. This must be received before April 30th. When a complaint is received, SCC's executive director will notify the affected district and direct SCC's election officer to investigate.

The election officer will investigate the complaint and determine if there was substantial noncompliance that could have impacted the outcome of the election. If the commissioners do not certify the election, the conservation district should seek judicial review. This may impact a conservation district's status on the [Conservation Accountability and Performance Program](#).

# Establishing the Election

The board of supervisors must establish the election with a signed and dated resolution that is passed by a majority vote in an open public meeting. In adopting an election resolution, districts should determine if an appointed position is also reaching the end of its term.

The resolution must contain:

- Name of district
- Date and location of election
- Election methods (poll site, mail-in, electronic, or a combination)
- Poll hours, if applicable
- Positions and terms up for election
- Name of each elected and appointed board supervisor with an expiring term
- Filing deadline for candidates (at least four weeks prior to election day)
- Election supervisor (and alternate if designated)
- Reasonable deadline for voters to request a ballot

Appendix XXX contains examples of what this resolution could look like. Districts are strongly encouraged to request a review of their resolution by their regional manager prior to voting. This review is provided as an advisory assessment; final decision-making authority rests solely with the governing board.

The district's election supervisor must fill out the [EF1: Conservation District Election Information form](#) to inform SCC of the district's election information. In addition to the information above, the form asks the district to confirm that the election supervisor has completed training.

The district must provide due notice to inform voters and potential candidates of the election. No later than seven days after the resolution is adopted, all information must be published in a local publication. The information must be published again at least six days apart. If there is no publication available, information can be posted in customary public places for local affairs.

While this is the minimum notice required, districts are encouraged to provide additional notice through a variety of methods to boost awareness of their election and the opportunities for people to serve on the board of supervisors. This could include posting information on their websites, sharing information at public events, and posting information on social media. See Appendix XXX for more information about best practices to advertise your election.

In advertising the election, districts should consider whether to also advertise vacancies for appointed positions. It could save time and effort to do both at once.

# Candidate Eligibility, Verification, and Recruitment

A candidate must be a registered voter within the conservation district's jurisdiction. Two of the elected positions must be landowners or farm operators. The election supervisor will verify the candidate's eligibility. The election supervisor can seek support from their SCC regional manager or the county election office.

To formally declare their candidacy and appear on the ballot, an eligible person must submit required information to the district using the [PF-A - Candidate Information form](#). That information includes:

- Name of district
- Name of candidate, address, mailing address, phone number
- Their status as a registered voter and in district boundary
- Whether they are a landowner or farm operator
- Signed attestation (electronic accepted)

A candidate who does not formally declare can pursue a write-in candidacy. They will need to submit the required information within 28 days after the election and be verified by the election supervisor if, after votes are tallied, they are the leading candidate.

Conservation district staff and supervisors may recruit candidates to serve on the conservation district board. In their official duties, they must remain impartial and not take a position on any potential candidate. They may distribute information about the upcoming election and the roles and responsibilities of the elected positions.

A district may publish optional information provided by candidates to educate voters with equal opportunity for each candidate. It is recommended that districts adopt a policy before the election process begins, with a model policy provided in Appendix XXX.

No information about the candidates may be posted or distributed at a poll site.

Candidates may withdraw with written notification to the district at any time before the election, however districts are not required to revise their official ballots. If the candidate who withdrew wins, the remaining eligible candidate who receives the most votes will be the unofficial winner. If there are no other eligible candidates, the district must follow the steps to fill a vacancy. It is strongly advised that the district remain in close communication with their regional manager in these circumstances.

# Voting Procedures

## List of Registered Voters

The election supervisor may obtain a list of registered voters in their jurisdiction from the appropriate state or county election office. A current voter list is needed before fulfilling ballot requests and before tallying ballots. Districts will need an updated list that accounts for all voters who registered to vote or updated their registration by election day.

Districts who access their initial list of voters from the Washington Secretary of State can request county-level data from the [Washington Voter Registration Database Extract](#). This database is only updated at the beginning of each month, and in most cases, by the end of the first business day.

The list of updated registrations that districts need to tally ballots is best requested from the county election office. This is because the county election office processes the changes to voter registration locally. If an election supervisor needs extra time to file the [EF2 – Election Report](#) due to delays in receiving this information, they should coordinate with their regional manager.

## Poll List

A poll list must be created to maintain a record of voters who submitted a ballot and if they were eligible to vote. It should contain the name of the conservation district and the election method (poll, mail, or hybrid). Voters must provide their name and address for the poll list so the polling officer can verify their eligibility from the list of registered voters.

For poll-site elections, the poll list must contain the location and date of the election. The voter must also provide their signature to attest they are the voter that the ballot was issued to and that they reasonably believe they are a registered voter in the district boundary. SCC provides a [Poll List \(PF-C\)](#) that can be used to collect signatures at poll-site elections.

## Ballots

Ballots must list all eligible declared candidates in alphabetical order by last name and include a blank line for write-in candidates.

Mail-in elections must use a double-envelope balloting system. Voters should place their completed ballot in a sealed inner envelope with no identifying marks. The inner envelope is placed inside the outer envelope. On or inside the outer envelope, the voter must provide sufficient information that the polling officers can use to verify their eligibility. This is typically the voter's name and address and an attestation signature that declares that they are the voter that the ballot was issued to. The attestation declares that the voter reasonably believes they are registered within the district boundary.

A voter attestation that meets the requirements of the election rules:

*"I swear under penalty of perjury that I reasonably believe I am a registered voter of Washington state and that I reside within the [DISTRICT NAME] Conservation District boundaries."*

## Fulfilling a Ballot Request

Ballots must be provided to registered voters upon request. Voters must provide sufficient information to verify their eligibility as a qualified district elector, typically their name and address. A polling officer or the election supervisor must verify a voter as eligible prior to fulfilling a ballot

request. If they cannot be verified, a provisional ballot will be provided.

The district will only fulfill one ballot request per voter. In mail-in elections, if a ballot is lost, damaged, or never arrives, the voter may request another. If the voter has already been issued a regular ballot, any additional ballots must be provisional (see below). The district will track all ballot requests, and only the first valid ballot returned – whether regular or provisional – will be counted for that voter.

### **Provisional Ballots**

A provisional ballot is issued to a voter whose eligibility cannot be immediately verified at the time the ballot is issued. A provisional ballot will be tallied only if the polling officer or election supervisor can verify that the voter is a qualified district elector after the ballot is returned. Districts should explain to the voter why they are receiving a provisional ballot, with sample language in Appendix XXX.

A provisional ballot consists of two envelopes and a paper ballot. It must be distinguishable from a regular ballot. This can be achieved by printing 'PROVISIONAL' on the ballot, using different colored paper or ink, by a combination of these methods, or other methods that serve to distinguish a provisional ballot from a regular ballot.

Districts are required to track when a voter requests a provisional ballot. When processing a provisional ballot, the polling officer or election supervisor must review the voter information on the outer envelope and confirm that the voter requested a provisional ballot and is eligible to vote. If the district cannot confirm that the voter is eligible, the ballot will be disqualified.

### **Poll Site Elections**

Poll sites must be open in accordance with the election resolution. They must be open for at least four consecutive hours at a time convenient for voters. At least two polling officers must be present at the poll site. The election supervisor can be a substitute for one polling officer. A copy of the election procedures should be available to polling officers to guide the process.

Poll sites must be clearly identified as a place to vote and have at least one ballot box. Polls must be closed at the published time, unless the election supervisor extends the time to accommodate voters. Voters waiting in line when poll sites are scheduled to close must be allowed time to vote.

The election supervisor and polling officers should ensure that there are an adequate number of ballots for voters and a reasonable supply of provisional ballots with double envelopes in case they are needed. The district should consider voter booths and other areas where votes can be cast privately. Voters must place their own ballots in the ballot box, unless the voter requires an accommodation due to a disability.

Procedures should be in place to safeguard unissued and voted ballots with a clear chain of custody. Election supervisors are responsible for safeguarding ballots. The polling officers should keep unissued ballots in their possession. Completed ballots should be in secure storage until they are ready to be tallied. Secure storage could include a locked container or room.

Electioneering within three hundred feet of a poll site is not permitted. Districts are not permitted to distribute or post candidate information at the poll site. Disruptive behavior is prohibited and may lead to expelling a person from the poll site.

### **Mail-in Elections**

Mail-in elections typically require a voter to request a ballot be mailed to them. Voter eligibility must

be determined before a ballot request is fulfilled. If the polling officer or election supervisor cannot determine the voter eligibility, they must provide a provisional ballot to the voter.

If a district sends unrequested ballots, they must be mailed to all eligible voters. Districts may maintain a list of voters who have requested a ballot be mailed each election, but the voters must be verified each election prior to mailing ballots. Provisional ballots must be mailed to voters who cannot be verified.

Ballots submitted by mail must be postmarked no later than the day of the election. Ballots submitted to the district office must be delivered by the final polling time that was announced for the day of the election.

Districts conducting elections by mail should have clear procedures to safeguard unissued and returned ballots. As ballots are returned to the office or in the mail, they must be immediately delivered to the election supervisor. The election supervisor must maintain custody of all ballots in a secure location until they are ready to be processed.

## **Electronic Elections**

Conservation districts can use electronic voting methods in their election. To do so requires a suitable means of determining voter eligibility and preventing fraud. A functional equivalent of a paper ballot must assure security. Ballots must be submitted by the last day of the election.

## **Disability Accommodations**

Districts must accommodate voters with a disability. This can be accomplished as the need arises on a case-by-case basis. [RCW 29A.04.037](#) defines a voter with a disability as someone who qualifies for special parking privileges, is defined as blind, or requires assistance with voting under [RCW 29A.40.160](#). Election supervisors are encouraged to reference the [Americans with Disabilities Act Checklist for Polling Places](#) as a resource for both poll site elections and for voting centers that accept mail-in ballots.

Districts are also encouraged to reference [RCW 29A.40.160\(13\)](#), which permits the voter to designate a person of their choice or two election officers to enter a voting booth and record the vote as directed by the voter.

# Tallying Ballots

Only the polling officers and election supervisor may open and count ballots. Ballots are to remain in custody of the election supervisor or polling officers until all ballots have been tallied.

If there are written marks on the ballot that are difficult to interpret, districts are advised to reference [WAC 434-261-086](#) to determine the vote.

For ballots in a double envelope, prior to opening the outer envelope, voter eligibility must be confirmed before a ballot is counted. Once verified, the outer envelope is opened and set aside, and the inner envelope is placed in the ballot box. If a voter cannot be verified as eligible, the ballot is disqualified.

If there is a tie between the top candidates, polling officers must recount ballots. If after a recount a tie is declared, the winner must be determined by drawing names as provided by [RCW 29A.60.221](#). If there is a tie between just two candidates, a coin toss may also be used to determine the unofficial winner. In either scenario, a representative from SCC must be present.

If a write-in candidate receives the most votes, they must submit the required candidate information to the district within 28 calendar days after the election. The election supervisor will verify eligibility but if they are unable to do so within 28 days, the candidate will be disqualified. The candidate with next highest number of votes will then be verified for eligibility.

SCC recommends that districts allow members of the public to observe ballot processing. Districts should consider implementing policies that determine how they will accommodate election observers and how they will address disruptions. Examples of policies districts could adopt to establish rules for observers include:

- To protect the secrecy of the ballot, observers are not allowed to photograph or otherwise document any ballot, ballot image, or envelope.
- No campaign materials allowed, including shirts, hats, buttons, or signage.
- Observers are not permitted to discuss candidates or campaigns.
- If you have any symptoms of illness, please do not attend
- Observers are not allowed to touch any ballot or elections equipment and may not hinder the process in any way, including speaking with polling officers.
- Cell phones must be put on silent. If you must make or take a call, please find a quiet location.
- The election supervisor reserves the right to excuse observers who do not comply with these rules.

## Reporting Ballot Results

Ballot results must be reported to SCC within 14 days of the election unless, after consultation with SCC, the election supervisor determines more time is needed. Ballots results must be reported separately for each poll site, mail-in, or online method, and for all ballots. If a poll site is open on more than one day, a separate report is required for each day.

Results are submitted to SCC using form [EF2 - Election Report](#). A report must include:

- Name of district, method of election, and location and date for poll sites
- Name of each candidate, number of eligible votes and total votes cast for each candidate, total number of invalidated ballots, and the unofficial winner
- Ballot results report must be signed and dated by the polling officers and/or election supervisor who counted the ballots

Districts can use [Ballot Results Reports](#) to record information and secure attestations from polling officers.

## Announcing Unofficial Results

Polling officers may announce unofficial results of the election, subject to certification by SCC. The unofficial winner is the supervisor-elect and may not be seated until the election is certified. If no eligible candidate is elected, the position is deemed vacant and the district may appoint a supervisor to that position in accordance with [WAC 135-110-970](#).

### Final Certification and Announcement of Elections

Elections are final when certified and announced by the conservation commission. This typically occurs in May but can occur later when deemed necessary due to contested elections or noncompliance with WAC 135-110. Candidates cannot perform the duties of a conservation district supervisor until they are announced as the official winner of the election, unless the person is an incumbent conservation district supervisor.

## Record Retention

Election supervisors are required to retain election records for the specified amount of time. Candidate filing records, including candidate information, verification of eligibility, and withdrawals of candidacy must be retained for 12 months after the election is certified and announced by SCC. After then, they may be destroyed.

Unused ballots must be retained for 10 days after the election is certified and announced and then may be destroyed. Ballots submitted by voters must be retained for 12 months after the election is certified and announced by SCC and then may be destroyed.

## Vacancies of Elected Positions

Elected positions on a board of supervisors that become vacant may be filled through a mid-term appointment by the conservation district board of supervisors. SCC must be notified by the conservation district that a vacancy has occurred. Districts should consider adopting a policy for mid-

term replacement of elected supervisors to ensure a consistent and fair process, with an example provided in Appendix XXX.

An elected supervisor position may become vacant for several reasons:

- No eligible candidate was elected
- A supervisor no longer meets eligibility requirements (no longer residing in the district, no longer registered to vote, and, if applicable, no longer a landowner or farm operator)
- Resignation of a supervisor
- Death of a supervisor
- Removal of a supervisor from office by SCC

Once declared vacant, an elected position can be appointed for the remainder of the unexpired term. The district board of supervisors must pass a resolution to acknowledge the office is vacant, establish a four-week period for candidates to apply, and describe the eligibility requirements. Due notice to the public must occur one week prior to opening the application period in a publication of general circulation in the area or posted in public places where it is customary to post notices of local government affairs.

The remainder of the process will follow the district's policies and procedures for mid-term appointments of vacant elected positions. To ensure the appointee is qualified to serve, prior to making the appointment, the district must submit the [AF-2 Mid-Term Elected Position Appointment Verification of Qualifications](#) to SCC.

## Elections during Emergencies

Conservation districts may change the date, location, or times for poll sites only in an emergency. The election supervisor may declare an emergency when adverse conditions may negatively affect the health or safety of voters or the timely return of absentee ballots, including:

- Weather conditions;
- Damage to roads, buildings, or other infrastructure;
- Chemical spills;
- Fire and smoke;
- Volcanic eruption, earthquake, landslides, mudflows, and floods; or
- Disruptions in information network infrastructure.

When an emergency is declared, the election supervisor should make reasonable efforts to inform all conservation district supervisors, candidates listed on the ballot, and SCC. If a poll site location is changed due to an emergency, sufficient signage must be posted to redirect voters to new polling site. Poll times should be extended to allow for additional travel time. When an election date or location is changed, due notice should be given to the public of the change. If due notice is not possible, the district must take reasonable measures to inform the public of the change.

## SECTION 3: APPOINTED POSITIONS

Two of the five positions of a district's board of supervisors are appointed by SCC, typically at the May Commission meeting. Both SCC and districts have responsibilities to ensure a successful appointment process.

### Application

SCC provides an online application that must be filled out by interested candidates to be considered for an appointed position. Districts should make the [AF1 - Conservation District Appointed Supervisor Application](#) available to those interested in applying. There is also an [Appointment Guide](#) available for interested applicants.

The application must be filled out in its entirety for the applicant to be considered for appointment. Letters of recommendation, resumes, and other items do not need to be included with the application, though applicants are encouraged to provide additional information to assist commissioners in making their decision. Late applications and associated documents cannot be considered.

The form must be completed by the applicant – SCC will not consider applications submitted by someone other than the applicant.

### Deadlines

For appointment to a full term of an appointed position, applications and supporting materials must be received by SCC no later than March 31. If an incumbent holding the office of appointed conservation district supervisor wishes to be reappointed, the incumbent must reapply for appointment.

### Eligibility

An applicant for the position of appointed supervisor of a conservation district must be a registered voter in Washington. One of the appointed positions is required to be a landowner or operator of a farm. Commissioners will examine the makeup of the conservation district board, including the applicants' location and the balance of landowners and farm operations on the board.

### Full-term appointments

Full-term appointments will be made at the regular Commission business meeting in May. A full term of office is three years, expiring when the subsequent term is appointed. Prior to the May meeting of the Commission Board, the Commission will evaluate all applications received by March 31 in the year the position is open for appointment.

The Commission will evaluate the skills and qualifications of all applicants for the position of appointed supervisor. SCC will contact the conservation district board chair, vice-chair, and district manager from the affected conservation district prior to commissioners making the appointment.

SCC will notify all applicants, including those not appointed, of the appointments made at its May meeting. SCC will also notify each conservation district of the appointments.

### Mid-term appointments

A mid-term appointment could occur if the current appointee is no longer able to serve or resigns. Resignations must be made in writing to SCC or to the conservation district. To assure continuity

and effectiveness of district operations, SCC may open an application for mid-term appointment at any time, as determined solely by commissioners. The remaining term will be until the end of the original full-term.

## SCC Roles and Responsibilities

SCC will notify each conservation district of upcoming vacancies for appointed board supervisors by October 1 before the expiration of the term. SCC will notify each appointed supervisor whose term is expiring by January 15 of the year in which the term expires.

SCC will provide a list of applicants to the district prior to commissioners making an appointment.

In the event no applications are submitted from qualified applicants for a conservation district, SCC may seek qualified applicants from the community served by the conservation district. SCC may contact each district that received no applications and offer an option to re-advertise the open appointed position for a four-week period. Applications received through a second round of advertising will be processed as soon as possible by the Commission.

## Conservation District Roles and Responsibilities

Districts have the responsibility to identify which positions are open for appointment in their election resolution and follow the requirements for due notice to advertise the board positions that have expiring terms. Both the resolution and due notice can be combined for elected and appointed positions with an expiring term.

Districts are required to document in the [EF1 - Conservation District Election Information](#) form the appointed positions that were identified in their election resolution, and in the [EF2 - Election Report](#) how due notice was provided.

Due notice to the public should include at least the following information:

- There is an upcoming vacant appointed supervisor position.
- An applicant must be a registered voter in the state of Washington.
- Applicants may be required to be landowners or operators of a farm, depending on the current composition of the conservation district board of supervisors.
- A conservation district supervisor sets policy and direction for the conservation district.
- A conservation district supervisor is a public official who serves without compensation.
- Application forms may be obtained from SCC's website.
- The deadline (March 31st for full terms, and as determined for mid-terms) to submit applications.

For mid-term appointments, the district must consult with SCC in determining the appropriate application period and deadline for applicants. The application period should be at least four weeks in duration. SCC will also need time to review applications and conduct interviews in advance of the Commission meeting in which the appointment will be made. Contact your regional manager with questions about SCC's timeline. The deadline may be extended after consultation with SCC and additional due notice.

Once an appointment is made, districts must notify a newly appointed supervisor of the date and time of the next meeting of its board of supervisors