Conservation District Applicants

Guide to Appointments

Where and How to File for an Appointed Position 3

Qualifications to Serve as an Appointed Supervisor 4

Washington State Conservation Commission

Washington State Conservation Commission

In Washington, conservation districts hold a unique position in the conservation of our natural resources. They serve as the local contact for landowners, farmers, and ranchers as they seek to conserve our natural resources.

Conservation districts are governed by a board of supervisors, three of whom are elected and two of whom are appointed by the Conservation Commission. Conservation districts function best when they are filled with elected and appointed board members who care about and are involved in the conservation of natural resources.

When created in 1939, conservation districts in Washington State were given the ability to conduct their own elections by the Washington State Legislature, and that process continues to this day. The Conservation Commission is required to set conservation district election policies and procedures to promote fair and open elections.

This publication explains the appointment law relating to filing for the office of conservation district supervisor. Please note, this publication is not a substitute for the statutes and regulations governing this process but rather should be read in conjunction with them.

If you have questions or need additional information, please contact your conservation district or the Conservation Commission.

We will be happy to assist you.

James Thompson
Executive Director
Washington State Conservation Commission

Washington State Conservation Commission
300 Desmond Drive SE
Lacey, WA 989502
PO Box 47721
Olympia, Washington 98504-7721

Phone: (360) 407-6200
Fax: (360) 407-6215
Email: elections@scc.wa.gov
Website: Washington State Conservation Commission Elections

Alternate document formats are available upon request.

Checklist - you will need

- ❑ To be a registered voter in Washington State
- ❑ May need to be a landowner or farm operator
- ❑ Submit your appointment application online before the deadline

Where to file

Applicants submit an appointment application form (AF1) by using the Washington State Conservation Commission's online form (AF1).

Types of Appointments

Appointed positions are either full-term or mid-term.

A full-term appointment is three years. A full-term appointment typically begins on the third Thursday in May, when the Commission makes its appointment decisions. A full-term appointee serves for three years, beginning in the third Thursday in May and ending in the third Thursday in May three years later.

A mid-term appointment is less than three years. Mid-term appointments are made throughout the year as vacancies occur, and the applicant serves until the third Thursday in May of the year in which the term ends.

Important dates

To apply for a **full-term** appointment, applicants must submit their application no later than **March 31st.**

To apply for a mid-term appointment, applicants must abide by the deadline identified by the conservation district which has the vacancy.

All Applicants must fill out an Application

The Commission requires that everyone who wants to be considered for an appointed position, full-term or mid-term, fill out the appointment application (AF1) in its entirety. Regardless of your status as an incumbent or prior appointee to a conservation district board, the Commission requires a new, completed application for each three year term.

Mid-Term Appointed Positions

Vacancies in mid-term appointed positions occur throughout the year. When appointed positions become available for mid-term appointments, conservation districts advertise the vacancy for a minimum of four weeks. The deadline to apply for a mid-term vacancy, varies, depending on when the vacancy occurred. To find out of your conservation district has a vacancy or to find out the deadline to apply for a mid-term appointment, please contact your conservation district.

Application Process

Once the application period is over (after March 31st for full-term appointments or, for mid-term appointments, the application period set by the conservation district expires), the Conservation Commission will evaluate each applicant for their qualifications and suitability to serve. Evaluations typically take at least four weeks to complete. Once that evaluation is complete, the Commission will take action on the appointment applications.

Effect of Appointment

Immediately upon being appointed to the conservation district board by the Conservation Commission, an applicant becomes a municipal officer of the conservation district and may begin performing the duties required of conservation district supervisors at the next regular or special meeting of the conservation district board of supervisors.

The Commission will notify you of the outcome of the appointment process. If you are appointed, your conservation district will contact you to invite you to the next conservation district board meeting.

Qualifications

To qualify for an appointed position on a conservation district board, you must be a registered voter in Washington State. You may also be required to be a landowner or operator of a farm, depending on the current composition of the conservation district board of supervisors.

A “landowner” means a person with legal title of record to real property in the conservation district at the time of applying for appointment.

"Farm operator" or "operator of a farm" means a person who operates farm and agricultural land. "Farm and agricultural land" means either:

(a) Land in any contiguous ownership of twenty or more acres devoted primarily to agricultural uses;

(b) Any parcel of land five acres or more, but less than twenty acres devoted primarily to agricultural uses, which has produced a gross income from agricultural uses equivalent to one hundred dollars or more per acre per year for three of the five calendar years preceding the date of application for classification under this chapter; or

(c) Any parcel of land of less than five acres devoted primarily to agricultural uses which has produced a gross income of one thousand dollars or more per year for three of the five calendar years preceding the date of application for classification under this chapter.

(d) Agricultural lands shall also include farm woodlots of less than twenty and more than five acres and the land on which appurtenances necessary to production, preparation or sale of the agricultural products exist in conjunction with the lands producing such products.

(e) Agricultural lands shall also include any parcel of land of one to five acres, which is not contiguous, but which otherwise constitutes an integral part of farming operations being conducted on land qualifying under this section as "farm and agricultural lands.

The Commission may examine the makeup of the conservation district board, including the applicant’s location and the balance of landowners and farm operations on the board in its decision.

To determine if you reside within the conservation district boundary, please contact your conservation district.

A candidate might also need to be a landowner or farm operator, as defined in WAC 135-110, in order to be qualified to serve as a supervisor. Contact your conservation district to determine if that requirement needs to be met and to learn if there are additional qualifications.

Party Preference

There is no option for party preference in conservation district appointments.

Oath and Signature

By submitting the online application form, you acknowledge the accuracy of the information you provided.

Application fee

There is no application fee.

Washington State



Conservation Commission