APPENDICES: SAMPLE FORMS AND DOCUMENTS

Appendix A: Elections Supervisor Master Checklist

Before the Election

- ☐ Review WAC 135-110, the Election and Appointment Guide, and any election policy and procedures created by your district. Determine if any policies internal to the district need to be updated before the election.
- ☐ Use the **Election Calculator** to determine election cycle deadlines based on the proposed election date to ensure you have planned for the appropriate amount of time to conduct all required components of the election.
- ☐ Set the date and method of your election at a board of supervisors business meeting by passing a board resolution.
- ☐ If the term of an appointed position expires this current election cycle, decide if the due notice will also include information about the expiring term for the appointed position. If so, ensure that enough notice is given to accommodate the March 31 deadline for applications.
- ☐ Within seven days of the adoption of the election resolution, publicize the due notice to advertise the election and information for potential candidates. Encourage your supervisors to seek potential candidates.
- ☐ Provide **The Candidate Information Form (PF-A)** to potential candidates.
- ☐ Verify that eligibility requirements have been met for each candidate. If a candidate is found to be ineligible, inform that candidate of the reason for ineligibility.
- ☐ Submit **Conservation District Election Information Form (EF1)** to SCC by the candidate filing deadline.
- ☐ If your district allows optional statements from candidates, provide the opportunity to submit this information to all candidates.
- ☐ Obtain the list of current registered voters from the County Auditor or Secretary of State.

Conducting a Poll-site Election

- ☐ Create the official election ballot with declared candidates and the option to write in a candidate. A template can be found here: **PF-D - Ballot Template**
- ☐ Ensure the poll site location is available and otherwise functional as a poll site location with appropriate signage to identify the site. The poll site must be open for at least four consecutive hours at a time convenient for voters.
- ☐ Assure that voters have privacy when voting.
- ☐ Consider accommodations that may be needed by voters with disabilities.
- ☐ Confirm that the following resources will be available at each poll site:
    - ☐ Sufficient ballots for the expected number of voters

- ☐ A reasonable supply of provisional ballots (double-envelope system)
- ☐ A tamper-proof ballot box
- ☐ Voting booth or other means of assuring votes can be cast privately
- ☐ A list of registered voters
- ☐ A map or description of the conservation district boundary
- ☐ Poll list forms: **PF-C - Poll List**
- ☐ Ballot Results Forms : **Ballot Results Form**

☐ Ensure there are at least two polling officers at each poll site (the election supervisor may substitute for one polling officer at one poll site).

☐ Before the polls open, review with the polling officers the procedures for verifying voters, maintaining poll lists, issuing ballots, issuing provisional ballots, securing the ballot box, and tallying and recording election results.

☐ During polling hours, provide ballots to voters who request them after verifying their eligibility to vote. If their eligibility cannot be determined, provide a provisional ballot.

☐ Monitor the poll site for compliance with election procedures.

Conducting a Mail-in Election

☐ Create the official election ballot with declared candidates and the option to write in a candidate. Use the double-envelope voting system.

☐ Provide requested ballots to voters after verifying their eligibility. If eligibility cannot be determined, provide a provisional ballot. Track requests and ballots with a poll list.

☐ Accept ballots that are mailed or delivered in-person, placing them in a secure location until they are ready to be processed.

After Polls Close

☐ Request an updated list from your County Auditor or the Secretary of State that is current for the day of the election. This could be an addendum to your current list that includes all newly registered voters or those who have updated their registration since the last list was received.

☐ For poll site elections, direct the polling officers to open the ballot box and count the votes.

☐ For mail-in elections, direct the polling officers to process the double-envelope ballots, including verification of voters.

☐ Record all ballot count results on the ballot results form: **Ballot Results Form**

☐ Collect all poll list pages, ballots, and ballot results forms from polling officers.

☐ If a write-in candidate receives the most votes, verify their eligibility.

☐ Announce the unofficial results of the election, subject to certification by the Commission.

☐ Transmit election data to SCC no later than fourteen days after the election using the **EF2 Form.** If more time is needed, consult with your regional manager.

☐ Retain all records based on the required retention schedule.