

Elections

Candidate Filing Period: May 22-June 5, 2018

General Election: November 6, 2018



An SWCD's Guide to the Elections Process

March 2014



Minnesota Association of Soil and Water Conservation Districts
www.maswcd.org

AN SWCD'S GUIDE TO THE ELECTIONS PROCESS

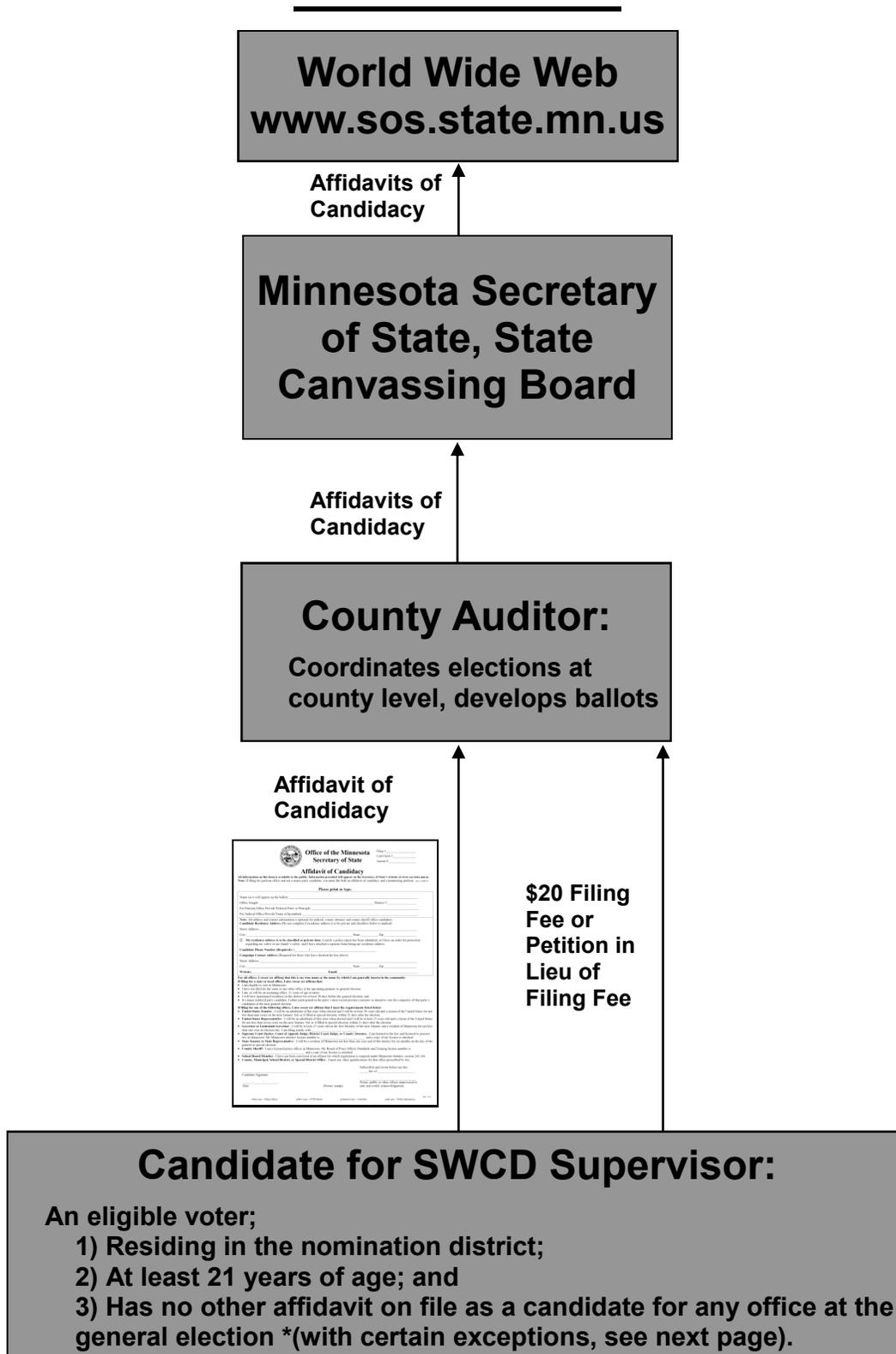
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Note: Information in this guidebook was compiled from several different resources, including:

- Minnesota Statutes – www.revisor.mn.gov/
- Minnesota Secretary of State's Office – www.sos.state.mn.us
- Campaign Finance and Public Disclosure Board – www.cfboard.state.mn.us
- Supervisor Elections Chapter of the SWCD Operational Handbook, maintained by the Board of Water and Soil Resources – www.bwsr.state.mn.us/publications/elections.pdf
- Outreach for Success materials prepared by Extension Service and distributed at workshops for SWCDs in 2005; and
- Conservation District Board Member Recruitment and Community Outreach Guide developed by the National Association of Conservation Districts – www.nacdnet.org/resources/guides/Community_outreach_guide.doc

RUNNING FOR SOIL & WATER CONSERVATION DISTRICT SUPERVISOR - AT A GLANCE



FILING FOR OFFICE - AFFIDAVIT OF CANDIDACY

The Minnesota Secretary of State is the chief election official in Minnesota and is responsible for administration of the Minnesota election law. The Secretary of State's Office works with county auditors to conduct the elections process.

Candidate Qualifications

Minnesota law states that candidates for state and local offices must be eligible voters and at least 21-years-old when assuming office. They must have resided in their districts for at least 30 days before the general election, and have no other affidavit on file for any other elected office.

***exceptions:** A candidate for soil and water conservation district supervisor in a district not located in whole or in part in Anoka, Hennepin, Ramsey, or Washington County, may also have on file an affidavit of candidacy:

- for mayor or council member of a statutory or home rule charter city of not more than 2,500 population contained in whole or in part in the soil and water conservation district; or
- for town supervisor in a town of not more than 2,500 population contained in whole or in part in the soil and water conservation district.

(Minnesota Statute 204B.06)

Affidavit of Candidacy

All SWCD Supervisor candidates must file an affidavit of candidacy. Candidates must state that the name listed on their affidavit is their true name by which they are commonly known in the community. Affidavits must be signed in the presence of a notary or an individual authorized to administer oaths. (Minnesota Statute 204B.06). Affidavits of candidacy may be completed starting 60 days before and during the filing period. A properly completed affidavit and filing fee must be received by the filing officer during the filing period. (Minnesota Statutes 204B.09).

Filing Period

The filing period opens May XX, 20XX and closes at 5 p.m., June X, 20XX (Minnesota Statutes 204B.09). Specific dates change depending on the calendar year.

Filing Location

Candidates for SWCD Supervisor file an affidavit of candidacy with the county auditor of the county in which the district office is located (Minnesota Statute 103C.305).

Filing Fee

Candidates must pay a filing fee (chart at right) at the time of filing their affidavit of candidacy. However, candidates may file a petition in place of the filing fee. Sample forms and information about the number of required signatures on a petition that replaces the filing fee are available from the filing officer. Candidates who provide the filing fee by check or other instrument for which sufficient funds are not available will have their names removed from the ballot and are liable for all costs incurred by election officials in removing their names from the ballot. (Minnesota Statute 204B.11)

FILING FOR OFFICE FEES

Office	Filing fee
U.S. Senator	\$400
U.S. Representative in Congress	\$300
Governor, Lt. Governor, Attorney General, State Auditor, Secretary of State	\$300
Judges	\$300
State Senator	\$100
State Representative	\$100
County Office	\$50
Soil and Water Conservation District Supervisor	\$20

Minnesota Statutes 204B.11

Office of the Minnesota Secretary of State
 Affidavit of Candidacy
 All information on this form is available to the public. Information provided will appear on the Secretary of State's website at www.sos.state.mn.us.
 Note: If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (M.S. 204B.09)

Please print or type.

Name (as it will appear on the ballot): _____
 Office Sought: _____ District # _____
 For Partisan Office Provide Political Party or Principle: _____
 For Judicial Office Provide Name of Jurisdiction: _____
 Note: All address and contact information is optional for judicial, county attorney and county sheriff office candidates.
 Candidate Residence Address (Do not complete if residence address is to be private and check box below is marked)
 Street Address: _____
 City: _____ State: _____ Zip: _____
 My residence address is to be classified as private data. I certify a police report has been submitted, or I have an order for protection shielding my safety or my family's safety, and I have attached a separate form listing my residence address.
 Candidate Phone Number (Required): (_____) _____
 Campaign Contact Address (Required for those who have checked the box above)
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Website: _____ Email: _____

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.
 If filing for a state or local office, I also swear (or affirm) that:
 • I am eligible to vote in Minnesota.
 • I have not filed for the same or any other office at the upcoming primary or general election.
 • I am, or will be, an assuming office, 21 years of age or more.
 • I will have maintained residence in this district for at least 30 days before the general election; and
 • If a minor political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.
 If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:
 • United States Senator - I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January, but not if filed at special election, within 21 days after the election.
 • United States Representative - I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January, but not if filed at special election, within 21 days after the election.
 • Governor or Lieutenant Governor - I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with _____ and a copy of my license is attached.
 • Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney - I am licensed in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is _____ and a copy of my license is attached.
 • State Senator or State Representative - I will be a resident of Minnesota not less than one year and of this district for six months on the day of the general or special election.
 • County Sheriff - I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is _____ and a copy of my license is attached.
 • School Board Member - I have not been convicted of an offense for which registration is required under Minnesota Statutes, section 243.166.
 • County, Municipal, School District, or Special District Office - I meet any other qualifications for that office prescribed by law.

Candidate Signature: _____ Subscribed and sworn before me this _____ day of _____
 Date: _____ (Notary stamp)
 Notary public or other official empowered to take and certify acknowledgments.

www.sos.state.mn.us - Filing Office jsh@mn.sos.state.mn.us - CTFD Board jsh@mn.sos.state.mn.us - Candidates jsh@mn.sos.state.mn.us - Public Information Rev. 9/11

STATEMENTS OF ECONOMIC INTEREST

Background

Those individuals elected to the position of SWCD Supervisor need to file a Statement of Economic Interest with the Minnesota Campaign Finance and Public Disclosure Board.

Timeline

After the general election results are certified by the canvassing board, winning candidates will receive a letter from the Campaign Finance and Public Disclosure Board explaining that they will need to file a Statement of Economic Interest within 60 days of the beginning of their term. As a practical matter, the "beginning of the term" will usually be considered the date the Supervisor takes his or her Oath of Office. Individuals new to the position of SWCD Supervisor file an "Original Statement of Economic Interest" and incumbents who are re-elected to their position as SWCD Supervisor may re-certify their "Original Statement of Economic Interest" on the CFPD Board's web site.

Each year in March, SWCD Supervisors will receive a notice of the requirement to review their Statements of Economic Interest and make any necessary changes. They will receive a username and password so they can complete this review on-line. If there are changes, they may make the changes on-line and click a check box to certify the amended report. If there are no changes, they won't have to do anything, although it is suggested they re-certify anyway. A Supervisor not wanting to do this on-line can contact the CFPD Board and the Board will send a copy of his or her current EIS.

The Form

Each elected SWCD Supervisor will need to provide the following information on the Statement of Economic Interest (note that dollar amounts do not need to be provided):

- address;
- occupation, employer and business address;
- compensation from associated businesses in excess of \$50 in any month;
- securities held by the public official in associated businesses that are worth more than \$2,500;
- real property in Minnesota other than the public official's homestead in which the share is greater than \$2,500;
- options to buy real property with a fair market value of at least \$50,000; and
- any interests connected with pari-mutuel horse racing, held by the public official or the public official's immediate family.

Public Information

Filed Statements are made available for review on the Campaign Finance and Public Disclosure Board's website at www.cfboard.state.mn.us/eis/poatoz.html. Statements are also available for viewing and photocopying in the Board office.

Questions can be directed to Campaign Finance and Public Disclosure Board staff at 651-539-1183 or 800-657-3889.

Attach additional pages if necessary to complete any of these schedules.

Sources of Compensation

Report the name of any associated business from which you received compensation for labor or personal services in excess of \$50 in the previous month and check which box(es) describes your relationship with the association. See instructions on page two. ----- Check applicable box -----

Name of source	Director	Officer	Owner	Partner	Shareholder	Employee	Independent Contractor	Other
	<input type="checkbox"/>							
	<input type="checkbox"/>							

Securities Held in Associated Business(es)

Report all securities in any associated business in which your share has a market value of \$2,500 or more. Do NOT report shares or value of shares. See instructions on page two.

Name of security	Number of shares	Market value

Real Property

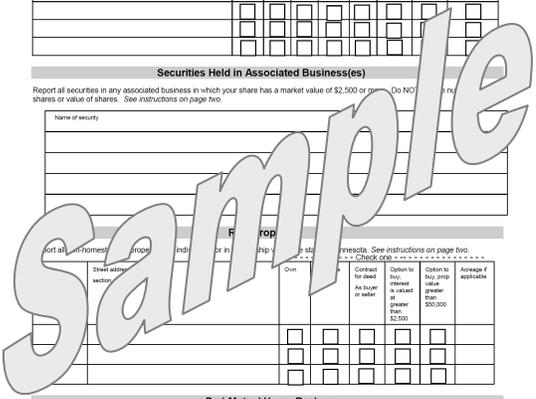
Report all real property in Minnesota other than the public official's homestead in which the share is greater than \$2,500. See instructions on page two. ----- Check one -----

Name of property	Official or family member	Market value	Options to buy	Options to buy property	Market value greater than \$50,000	Market value greater than \$2,500
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pari-Mutuel Horse Racing

Report any property connected with pari-mutuel horse racing. See instructions on page two. ----- Check one -----

Official direct interest	Official indirect interest	Family interest	Partial interest	Full interest	Description of interest (horse, stable, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



FREQUENTLY ASKED QUESTIONS

Can candidates seek political party endorsement?

While it is not prohibited, MASWCD strongly discourages SWCD candidates from seeking such endorsements. Minnesota's SWCDs have a long and honorable history of non-partisan elections. The natural resource conservation issues that SWCDs address transcend partisan politics and are best served outside of partisan politics.

Do SWCDs participate in primary elections?

No. State statute prohibits SWCDs from participating in primary elections. SWCD Supervisors are elected during the November state general election. (*Minnesota Statutes 103C.305*)

What is an SWCD Supervisor's term of office?

In almost all cases, supervisors are elected to 4 year terms, commencing on the first Monday in January.

Can a person serve as an SWCD Supervisor and hold another elected position at the same time?

It depends. With the exception of the SWCDs in Anoka, Hennepin, Ramsey and Washington counties, the office of SWCD supervisor is compatible with:

- the offices of mayor, clerk, clerk-treasurer, or council member in a statutory or home rule charter city of not more than 2,500 population contained in whole or in part in the SWCD; and
- the office of town clerk or town supervisor in a town of not more than 2,500 population contained in whole or in part in the SWCD.

A person can be on the election ballot for SWCD and the compatible office at the same time.

A person holding both offices needs to refrain from voting or taking any other formal action on any matter coming before the SWCD board or the city council or town board that has a substantial effect on both the SWCD and the city or town.

(*Minnesota Statutes 103C.315 and 204B.06*)

How is a Supervisor selected if the nomination district is within areas governed by an Indian tribe?

In a district where a supervisor nomination district is entirely within lands of an American Indian tribe or band to which county election laws do not apply, a supervisor to represent the district shall be elected or appointed as provided by the governing body of the tribe or band. (*Minnesota Statutes 103C.305*)

What happens after an individual is elected?

After the results of the general election are certified, the county auditor provides a **"Certificate of Election"** to the successful Supervisor-elect. The Supervisor-elect may keep the certificate or send it to the county recorder's office to be kept on file. Newly elected supervisors should take an **"Oath of Office"** at the first SWCD board meeting on or after the first Monday in January. Some counties hold ceremonies for all newly elected officials in January following an election, and SWCD Supervisors may wish to participate.

What can I tell a candidate who is concerned about taking time away from his or her work to fulfill the duties of an elected Supervisor?

"A person elected to a public office must be permitted time off from regular employment to attend meetings required by reason of the public office. The time off may be without pay, with pay, or made up with other hours, as agreed between the employee and employer. When an employee takes time off without pay, the employer shall make an effort to allow the employee to make up the time with other hours when the employee is available. No retaliatory action may be taken by the employer for absences to attend meetings necessitated by reason of the employee's public office." (*Minnesota Statutes 211B.10*)

Can an SWCD post candidate info on its web site?

Yes. However, in doing so, districts should ensure that all candidates have equal opportunity to have information posted, that no candidate appears to be advocated over another, and that no information be posted that is not relevant to the position (age, marital status, etc.).

An alternative to posting candidate information on the SWCD web site would be to work with a local newspaper to solicit candidate profiles and include them in an issue of the paper. In addition to the candidate's name and position for which he/she is running (i.e. which nomination district), a candidate profile could include answers to the following (or any other issues the SWCD and newspaper would find helpful for voters):

- Strengths candidate would bring to SWCD?
- Past experience with conservation issues that make candidate qualified to be a Supervisor?
- Motivation for being an SWCD Supervisor?
- Candidate's opinion as to the most effective approach to protecting our natural resources: voluntary adoption of best management practices by landowners, use of government regulation, education of the citizenry, or a combination of these approaches?
- Conservation ideas/changes candidate advocates to ensure the sustainability of agriculture and natural resources in your district?

Do Supervisors receive compensation?

Supervisors receive compensation for services up to \$75 per day rate, depending on what rate is approved by the local SWCD. In addition, Supervisors may be reimbursed for expenses, including traveling expenses, necessarily incurred in the discharge of duties. A supervisor may be reimbursed for the use of his/her own automobile in the performance of official duties at a rate set by the SWCD, not to exceed the maximum tax-deductible mileage rate permitted under the federal Internal Revenue Code.

(*Minnesota Statutes 103C.315*)

CANDIDATE RECRUITMENT

Assessing the Needs of Your District

Before you begin to look for someone to serve as a district board member, first identify your district's human resource needs. This is an opportunity for your board to diversify and expand the membership of the district and to find people that can help the district serve more effectively.

1. List strategic goals of your district.
2. List skills/expertise/background needed to reach each goal.
3. Identify types of people that have knowledge, background, experience or skills that can help you meet these goals.
4. List skills, abilities, knowledge, and experience provided by each current board member.
5. Compare above list of skills, abilities, knowledge, and expertise of current board members (4) with list of needed skills, abilities, knowledge, and expertise associated with district strategic goals (2.).
6. Which needed skills, abilities, knowledge, and expertise areas are not currently represented by board members? These are skills to look for in potential Supervisor candidates:
7. List all demographic groups and client groups in your district (what groups of people do you serve?).
8. Which demographics are underrepresented on your district board?
9. Which client groups are underrepresented on your district board?

By going through this sequence of questions, you will have identified the attributes of needed board members. The recruitment of these board members will greatly enhance your board's effectiveness.

Board member recruitment of qualified and talented individuals requires looking beyond just your current circle of friends, relatives, and business associates; and actively seeking ideas and prospects from local entities. A variety of different local organizations should be invited to recommend a candidate based on your district's needs. Your local board should develop a list of potential groups, organizations, and individuals to contact when recruiting a new member. Some examples to consider include:

Conservation and environmental groups	Retired local, state, or federal employees
Board members of banks, charities	Consumer activists
Advertising agencies and marketing firms	Public relations professionals
Teachers and college professors	Geologists and engineers
Researchers	Professional fund-raisers
Accountants, bankers, and investment managers	Hobby and part time farmers
Writers	Former legislators and public board members
Foresters and timber harvesting contractors	Agronomists and soil scientists
Horticulturists, nursery operators and tree farmers	Urban interest representation
Farmers and ranchers	

A recruitment prospectus should be provided to each entity on the list developed by your local board.

CANDIDATE RECRUITMENT

Model Prospectus

Before people decide to run for SWCD Supervisor, they will want to know what the district does and the programs and services it offers. One way to inform prospective candidates is to develop a recruitment prospectus like the one below. Feel free to customize this to reflect the activities of your SWCD. You may also consider providing potential candidates with a copy of your SWCD's page of the SWCD Guidebook, available on BWSR's web site at www.bwsr.state.mn.us/SWCD/Guidebook/index.html.

Becoming a Board Member of _____ Soil and Water Conservation District

Concerned citizens in _____ County can help conserve natural resources by serving as a Supervisor on the _____ Soil and Water Conservation District Board. If the issues and programs stated in this document interest you – please call the SWCD at _____.

1. **Mission:** (insert district's mission statement)
2. **Vision:** (insert district's vision statement)
3. **Goals and Objectives**
 - Establish soil and water conservation policy for the district
 - Assess resource needs
 - Develop strategies to address these needs
 - Provide quality conservation education to county school children
 - Provide land users with technical assistance
 - Develop programs to address local natural resource problems
 - Serve as focal point for addressing natural resource issues and coordinating various programs to help identified concerns
4. **Legal Authority**
 - Minnesota Statutes Chapter 103C defines a soil and water conservation district as a political subdivision of the State of Minnesota.
5. **Major Issues at this Time**
 - Water resources/water quality
 - Failing septic systems
 - Erosion from cropland
 - Erosion from construction sites
 - Land users needing technical assistance
6. **Major Programs and Activities**
 - Agricultural cost-share program
 - Wetland Conservation Act
 - Tree seedling sales

- Publish quarterly newsletter
 - Review and Implementation of Local Water Management Plan
 - Educational programs for schools, youth, adult, and civic groups
 - Review erosion and sediment control plans
7. **Funding Sources**
 - Local governments (county board, city councils, townships...)
 - State government (Board of Water and Soil Resources, Pollution Control Agency...)
 - Grants (district funding raising activities)
 - Federal grants, agreements...
 8. **Expectations of Supervisors**
 - Be involved & responsible for district program direction
 - Develop policies and programs
 - Promote soil & water conservation in the community
 - Take advantage of training opportunities to develop abilities
 - Attend board and committee meetings
 - Participate in district programs and activities
 - Serve as chair of one committee
 - Represent district in public
 - Help secure financial resources
 - Promote district
 9. **Benefits of Being a Supervisor**
 - Being a voice for citizens of your county
 - Self satisfaction of providing your time to improve the environment
 - Being actively involved with assistance and educational programs for citizens
 - Providing leadership in community resource conservation
 - Development of leadership skills

Additional information is available by calling the district office at _____ or by contacting a current district board member.

CANDIDATE RECRUITMENT

Sample "Job Description"



What does it take to be a soil and water conservation district Supervisor?

Soil and water conservation districts (SWCDs) are special purpose units of government that manage natural resource programs. Minnesota's 90 SWCDs cover the entire state; their boundaries usually coincide with the county lines. Each SWCD is run by a board of five elected Supervisors.

To be a Supervisor, you need:

Knowledge

Supervisors must have - or be willing to learn - some basic knowledge to effectively carry out their responsibilities. They must understand:

- some of the fundamentals about the environment and how it works;
- the relationship between land use decisions and the environment;
- the effect environmental decisions have on other aspects of our lives; and
- local concerns, attitudes and needs.

Concern

Supervisors must be concerned about:

- our environment and natural resources;
- maintaining and improving water quality; and
- protecting our soil.

Leadership

Supervisors must be willing to take an active leadership role in the community. This can involve:

- setting local conservation priorities;
- educating friends and neighbors about the environment;
- working with other local government units, state and federal agencies, and other elected officials;
- setting a positive example;
- taking unpopular stands;
- balancing economic needs with environmental concerns; and
- sacrificing short-term gains for long-term benefits.

Do you have what it takes? Being a Supervisor involves one board meeting a month and many incidental responsibilities. Supervisors receive no salary, although they do get per diem and expenses. For more information, visit your SWCD's web site at _____, or call their office at _____.

CANDIDATE RECRUITMENT

Sample Strategies

After identifying your district's needs and the qualities of a good Supervisor candidate, and developing a recruitment prospectus and job description, it is time to develop your recruitment strategy.

The following strategies are only a beginning for what your district can develop. There are advantages and disadvantages for each. Choose the methods that best suit your needs. Ongoing recruitment using a variety of strategies normally produces a greater number of potential candidates who represent more diverse skills, interests, and backgrounds.

Develop a Referral Network: Rather than relying on personal contacts provided only by a board development team and other board members, districts need to build a third-party referral system for both recruitment and funding sources. Long term relationships should be established with corporations, small businesses, banks, schools, religious, and service organizations. These relationships can yield valuable contacts for potential board members that have qualifications needed on your district board.

Letter to Organizations: Direct correspondence to community organizations about potential candidates for SWCD Supervisor is an effective way to attract qualified individuals. The letter should include qualifications the board is looking for in potential candidates.

Newspaper Releases/Advertisements: Well written and attractive newspaper advertisements in community newspapers can create interest in a district board member position. Emphasize that Supervisors have local influence on natural resource program activities and needs, and input to state and federal agencies. Also emphasize your district's name, to avoid confusion among voters and potential candidates in other counties.

District Recruitment Brochure: An effective way of informing potential candidates about district programs and activities, and about the powers and authorities of a district board member is through a well developed, clearly written information brochure. Create interest throughout the community by distributing the information brochure throughout the community in businesses, to organizations of all types, and through cooperators who have received district coordinated services.

Recommendations from Staff and Cooperating Agencies: Staff that have provided direct services to cooperators are a source of ideas for potential candidates that have qualifications being sought by a district board. Staff also have contacts throughout the community that may be different from the current board members' contacts.

Recruitment at Annual/Special Meetings: A pool of potential candidates exists in those individuals interested enough in the conservation district program to attend the annual meeting, special meetings or recognition events. Keeping an attendance list at events will provide names and addresses of people attending your events. This strategy is most appropriately used in conjunction with other strategies listed.

Job Description & Recruitment Prospectus Distribution: A wide distribution of the recruitment prospectus and job description can attract qualified candidates to your district board. This strategy provides the most complete set of information to a prospective candidate about the expectations of serving on a conservation district board. A simple and cost effective way of distributing the information is by posting it to your web site.

Personal Contacts: A personal contact to a variety of community and organization leaders by district board members can be an effective method to create a pool of candidates different than that of a current circle of friends and relatives. Every effort should be made to personally contact a myriad of organizations about the district's activities. Besides recruitment, this strategy may provide leads for joint projects and funding opportunities between your district and the other organizations.

WORKING WITH THE MEDIA

Announcing the Filing Period

News Release: **FILE BEFORE JUNE X TO RUN FOR SWCD SUPERVISOR**

Individuals concerned about water quality and soil erosion in _____ County should consider filing by June X to run for the position of Supervisor of the _____ Soil and Water Conservation District (SWCD).

“Supervisors play an important role in how our community deals with a wide variety of resource management issues, including wetlands, water quality, soil erosion, and (add any other appropriate area),” noted _____, (Supervisor/staff) with the _____ SWCD.

“Serving as a supervisor is a terrific opportunity for people who want a voice in how we manage our environment,” (he/she) said.

SWCDs are special purpose units of government that manage and direct conservation programs, such as the state Cost-Share Program and the (add one or two programs that are appropriate, i.e., RIM, forestry management programs, etc.). An elected board of Supervisors governs each of Minnesota’s 90 SWCDs.

This year, the SWCD has _____ Supervisor positions up for election. SWCD candidates appear on the ballot for the general election which will take place November X, 20XX. Candidates are elected county wide*, but must reside in one of the nomination districts up for election. These include (describe nomination districts locations). SWCD Supervisors serve four year terms.

Supervisors meet monthly to discuss the business of the SWCD, including state grant allocations to landowners, district conservation priorities, coordination with other local units of government and state agencies, and legislative priorities. Supervisors do not receive a salary, although they do receive compensation for attending meetings and are reimbursed for expenses.

Those interested in running for Supervisor should file at the County Auditor’s office from May XX through June X, 20XX. Additional information about the SWCD can be found online at _____ or by calling the office at xxx-xxx-xxxx.

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* Except for Washington Conservation District

*Also see M.S. 103C.331, subd.1 and subd. 2.

Letter to the Editor: **HELP CONSERVE OUR COUNTY'S SOIL AND WATER**

This November, voters in _____ County will head to the polls to elect, among other positions, Supervisors for the Soil and Water Conservation District (SWCD). If you live in one of the nomination districts up for election, and are interested in being involved with local water quality and natural resource issues, I encourage you to consider running for Supervisor. Individuals can file with the county auditor from May XX through June X.

Positions on this year’s ballot will include those representing nomination districts ____ and _____. Nomination district ____ includes the townships of _____ and nomination district ____ includes the townships of _____.

As chair of the _____ SWCD, I can attest to how rewarding it is to serve on the SWCD board of supervisors. We play an important role in addressing a wide variety of resource management issues aimed at protecting and improving water quality, properly managing wetlands, and preventing soil erosion. Our SWCD employees work with landowners and other units of government, in both rural and urban settings, to provide financial and technical assistance for these efforts.

SWCDs are local units of government, and Supervisors are elected to four - year terms. Our terms are staggered so either two or three Supervisors are up for election each two years. We hold monthly business meetings and also attend various conferences throughout the year. While we are not paid a salary, we do receive compensation for attending meetings and we are reimbursed for expenses.

[cite an example of an action taken by the SWCD board, a policy decision, or a partnership with another organization, that produced significant results – something you are proud of.]

Learn more about SWCD elections and the work of the SWCD by visiting our web site at _____ or call our office, at xxx-xxx-xxxx.

###

WORKING WITH THE MEDIA At Election Time

News Release: **MEET THE CANDIDATES FOR SWCD BOARD**

This year, the _____ Soil & Water Conservation District has _____ (number) Supervisor positions up for election. SWCD candidates appear on the ballot for the general election which will take place November X, 20XX. Candidates are elected county wide*, but must reside in one of the nomination districts up for election. The nominating districts and candidates running for election this year include:

SWCDs are special purpose units of government that manage and direct natural resource management programs at the local level. Districts work in both urban and rural settings to carry out a program for the conservation, use, and development of soil, water, and related resources. SWCD Supervisors serve four year terms and meet monthly, discussing the business of the SWCD, distributing state grant allocations to landowners, setting conservation priorities and coordinating conservation efforts with other local units of government and state agencies. SWCD Supervisors are not paid a salary; however, they do receive compensation for attending meetings and are reimbursed for expenses.

To learn more about the SWCD, please visit our web site at _____.

Remember to vote for SWCD Supervisor at the November X Election.

** except for Washington Conservation District in the Twin Cities, where candidates are elected by the voters within that nomination district of the SWCD.*

###

Letter to the Editor: **SOIL AND WATER CONSERVATION DISTRICT SUPERVISOR ELECTIONS**

This November, voters in _____ County will head to the polls to elect, among other positions, Supervisors for the Soil and Water Conservation District (SWCD).

Positions on this year's ballot will include those representing nomination districts ___ and _____. Nomination district __ includes the townships of _____ and nomination district __ includes the townships of _____.

As chair of the _____ SWCD, I can attest to how rewarding it is to serve on the SWCD board of supervisors. We play an important role in addressing a wide variety of resource management issues aimed at protecting and improving water quality, properly managing wetlands, and preventing soil erosion. Our SWCD employees work with landowners and other units of government, in both rural and urban settings, to provide financial and technical assistance for these efforts.

SWCDs are local units of government, and Supervisors are elected to four year terms. Our terms are staggered so either two or three Supervisors are up for election each two years. We hold monthly business meetings and also attend various conferences throughout the year.

Learn more about SWCD elections and the work of the SWCD by visiting our web site at _____.

###

APPENDIX A

Affidavit of Candidacy



Office of the Minnesota
Secretary of State

Filing # _____
Cash/Check # _____
Amount \$ _____

Affidavit of Candidacy

All information on this form is available to the public. Information provided will appear on the Secretary of State's website at www.sos.state.mn.us.
Note: If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (M.S. 204B.03).

Please print or type.

Name (as it will appear on the ballot): _____

Office Sought: _____ District #: _____

For Partisan Office Provide Political Party or Principle: _____

For Judicial Office Provide Name of Incumbent: _____

Note: All address and contact information is optional for judicial, county attorney and county sheriff offices. Candidates for partisan office must provide a residence address. (Do not complete if residence address is to be private and check the box marked "Private".)

Street Address: _____

City: _____ State: _____

My residence address is to be classified as private data. I am a candidate for partisan office and I have a concern regarding my safety or my family's safety, and I have a concern regarding my ability to receive mail. I am submitting this affidavit for protection of my privacy.

Candidate Phone Number (Required): (_____) _____

Campaign Address (Required): (Use when checking ballot box)

Street: _____

City: _____ Zip: _____

_____ (mail)

I am a resident of Minnesota and I am a citizen of the United States. My name is _____, the name by which I am generally known in the community. I am a resident of Minnesota for (or after) _____ years and I am a citizen of the United States for (or after) _____ years. I am a resident of Minnesota for (or after) _____ years and I am a citizen of the United States for (or after) _____ years. I am a resident of Minnesota for (or after) _____ years and I am a citizen of the United States for (or after) _____ years. I am a resident of Minnesota for (or after) _____ years and I am a citizen of the United States for (or after) _____ years.

- I have not been convicted of a crime for which registration is required under Minnesota Statutes, section 243.166.
- I am, or will be, at least _____ years of age on or before the day of the election.
- I have resided in this district for at least 30 days before the general election; and
- If I am a major party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's members at the next general election.

- For each of the following offices, I also swear (or affirm) that I meet the requirements listed below:**
- **State Senator** - I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
 - **United States Representative** - I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
 - **Governor or Lieutenant Governor** - I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with _____.
 - **Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney** - I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is _____ and a copy of my license is attached.
 - **State Senator or State Representative** - I will be a resident of Minnesota not less than one year and of this district for six months on the day of the general or special election.
 - **County Sheriff** - I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is _____ and a copy of my license is attached.
 - **School Board Member** - I have not been convicted of an offense for which registration is required under Minnesota Statutes, section 243.166.
 - **County, Municipal, School District, or Special District Office** - I meet any other qualifications for that office prescribed by law.

Candidate Signature

Date

Subscribed and sworn before me this _____ day of _____.

Notary public or other officer empowered to take and certify acknowledgments.

(Notary stamp)

APPENDIX B

Statement of Economic Interest, page 1

Minnesota

*Campaign Finance and
Public Disclosure Board*



Suite 190, Centennial Building, 658 Cedar Street, St. Paul, MN 55155-1603 www.cfboard.state.mn.us

Original Statement of Economic Interest for Appointed Public Officials

Filing Instructions

- This statement must be completed by each public official.
- The statement is due at the Campaign Finance and Public Disclosure Board office within:
14 days after undertaking duties of office, if appointment requires Senate confirmation;
60 days after accepting appointment, if appointment does not require Senate confirmation.
Late Fees will accrue on statements received after their due date.
- This form may be emailed to cfb.eis@state.mn.us or faxed to (651) 296-1722; (800) 357-4444.
IF YOU FAX YOUR STATEMENT - DO NOT MAIL THE ORIGINAL. RETAIN THE ORIGINAL STATEMENT IN YOUR FILES.
- Do not use pencil or red ink.
- All information on this form or report is public information and may be published on the Board's website www.cfboard.state.mn.us
- It is unlawful to use this information for commercial purposes.
- Board staff may also be reached by phone at (651) 296-1722 or by email at cfb.eis@state.mn.us

Public Official Information

Name of public official	Office of public official
City, state, zip	Employer (if self-employed)
City, state, zip of employer	Business of employer
City, state, zip of employer	
Email Address	Include employment as a source of compensation if applicable.

Appointment Information

Name of agency
Appointed position

Certification

I, _____, certify that the information contained on this form is complete, true, and correct.
(print or type name)

Signature of public official

Date

Any person who signs and certifies to be true a report or statement which the person knows contains false information, or who knowingly omits required information, is subject to a civil penalty imposed by the Board of up to \$3,000 and is subject to criminal prosecution for a gross misdemeanor.

This document is available in alternative formats to individuals with disabilities by calling (651) 296-5148; (800) 657-3889; or through the Minnesota Relay Service at (800) 627-3529.

APPENDIX C

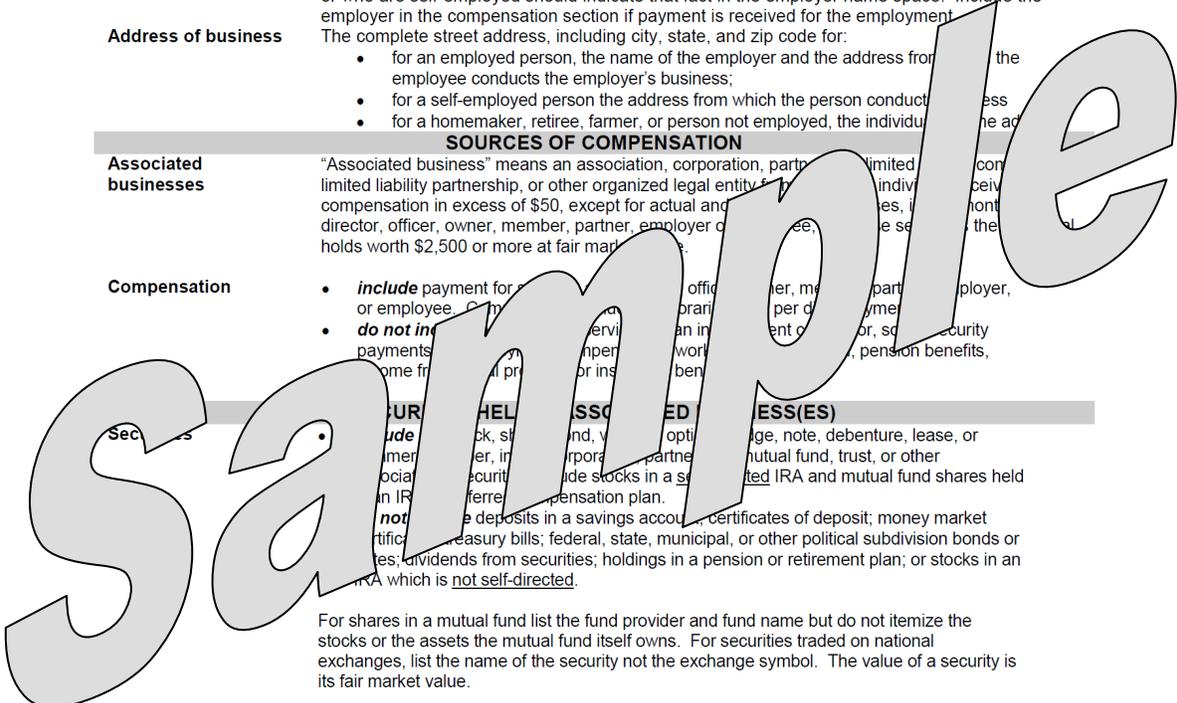
Statement of Economic Interest, page 2

DEFINITIONS

Official address	The complete mailing address, including zip code, at which the official wishes to receive mail from the Campaign Finance and Public Disclosure Board. An official may use either a business address or home address.
Occupation	The official's usual trade, profession, employment, or other similar endeavor, and includes categories for which there is no direct financial compensation, such as homemaker or retiree.
Name of employer	Employer is applicable only to officials who have an employer. Officials who are not employed or who are self-employed should indicate that fact in the employer name space. Include the employer in the compensation section if payment is received for the employment.
Address of business	The complete street address, including city, state, and zip code for: <ul style="list-style-type: none"> • for an employed person, the name of the employer and the address from which the employee conducts the employer's business; • for a self-employed person the address from which the person conducts the business; • for a homemaker, retiree, farmer, or person not employed, the individual's address.

SOURCES OF COMPENSATION

Associated businesses	"Associated business" means an association, corporation, partnership, limited liability partnership, or other organized legal entity for which the official receives compensation in excess of \$50, except for actual and bona fide services performed as a director, officer, owner, member, partner, employer or employee, if the official holds worth \$2,500 or more at fair market value.
Compensation	<ul style="list-style-type: none"> • include payment for services performed as an officer, director, member, partner, employer, or employee. • do not include payments received for services performed as a director, officer, member, partner, employer, or employee, or for services performed as a homemaker, retiree, farmer, or person not employed, the individual's address.



SECURITIES HELD IN ASSOCIATED BUSINESS(ES)

Securities	<ul style="list-style-type: none"> • include stocks, bonds, notes, debentures, leases, or mutual fund, trust, or other securities held in a self-directed IRA and mutual fund shares held in an IRA or pension plan. • do not include deposits in a savings account; certificates of deposit; money market funds; treasury bills; federal, state, municipal, or other political subdivision bonds or securities; dividends from securities; holdings in a pension or retirement plan; or stocks in an IRA which is <u>not self-directed</u>. <p>For shares in a mutual fund list the fund provider and fund name but do not itemize the stocks or the assets the mutual fund itself owns. For securities traded on national exchanges, list the name of the security not the exchange symbol. The value of a security is its fair market value.</p> <p>Report all securities in any associated business held <i>in any month during the reporting period</i> in which your share has a market value of \$2,500 or more. DO NOT include the number of shares or value of shares.</p>
-------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

REAL PROPERTY

Real property	<p>includes land or buildings within the state of Minnesota, <i>other than the filer's homestead</i>, held personally or in partnership in which the filer holds:</p> <ul style="list-style-type: none"> • a fee simple interest (own); a mortgage held as seller; a contract for deed as a buyer or seller, or an option to buy, whether direct or indirect, and which interest is valued in excess of \$2,500; or • an option to buy, for property which has a fair market value of \$50,000 or more. • include the county in which the property is located; street address with the city name, OR if there is no street address, list the section, township, and range (lot, block, and addition description can be used in place of section, township, and range); acreage is required only when the section, township, and range description is reported. • do not include homestead property or the type of property (cabin, condominium).
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PARI-MUTUEL HORSE RACING

Pari-mutuel horse racing interests	include any investment, ownership, or interest in property connected with pari-mutuel horse racing in the United States or Canada, including a race horse. Include any direct or indirect, partial or full interest held by you or an immediate family member.
-------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

APPENDIX D

Statement of Economic Interest, page 3

Attach additional pages if necessary to complete any of these schedules.

Sources of Compensation

Report the name of any associated business from which you received compensation for labor or personal services in excess of \$50 in the previous month and check which box(es) describes your relationship with the association. *See instructions on page two.*

----- Check applicable box -----

Name of source	Director	Officer	Owner	Member	Partner	Employer	Employee	Honorarium / Per Diem
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							

Securities Held in Associated Business(es)

Report all securities in any associated business in which your share has a market value of \$2,500. Do Not include shares or value of shares. *See instructions on page two.*

Name of security

Property

Report all property owned, leased, or in partnership within the state of Minnesota. *See instructions on page two.*

----- Check one -----

County	Street, section, and range	Own	Mortgage	Contract for deed As buyer or seller	Option to buy, interest is valued at greater than \$2,500	Option to buy, prop value greater than \$50,000	Acreage if applicable
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Pari-Mutuel Horse Racing

Report any property connected with pari-mutuel horse racing. *See instructions on page two.*

----- Check one -----

	Partial interest	Full interest	Description of interest (horse, stable, etc.)
Official direct interest			
Official indirect interest			
Family interest			



MASWCD

Minnesota Association of Soil and Water Conservation Districts
www.maswcd.org