



Oklahoma Conservation Commission

District Directors' Responsibilities

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting and then have a ten minute discussion on them at a meeting.

Guide No. 12 - District Director Elections - Revised

The governing body of a conservation district consists of five public officials. Two board members are appointed by the Oklahoma Conservation Commission and three are elected by registered voters within the conservation district. Election rules were revised in 2008 with the passage of Senate Bill 1766. Listed below are the new election procedures.

Elected Directors

Three positions on the conservation district board are elected. The elected positions are numbered 1, 2 and 3 with succeeding terms, so that one term expires each year.

Term of Office

The new term of office for elected district directors will commence on July 1 and end on June 30.

The 2009 election cycle for elected directors for position number 2 will be the first to be conducted under the new law.

Eligibility Requirements for Candidate

To be eligible to file for district director election, an individual must be a registered voter in the district and must have a cooperator agreement with the district or have made application for a cooperator agreement.

Taking Office

Elected directors begin their term of office on July 1 of the year they are elected. They will be eligible to vote on district matters and to draw per diem for attending meetings on or after July 1 and after the Oklahoma Conservation Commission has certified the position and the Oath of Office and the Loyalty Oath have been administered.

Elections

Conservation district director elections are held each year on the first Tuesday of June. The filing period will be the first two weeks of May.

Election Schedule

Districts must meet several deadlines and requirements for the election cycle.

March Board Meeting- Set the dates for publishing notices of filing period and election in **all** newspapers in the district. This action must be recorded in the board meeting minutes.

April - First Three Weeks: Publish two times, with seven day interval for daily papers, the Form OCC-3D, *Notice of Filing Period for Election of District Director*. The district must then certify to the Oklahoma Conservation Commission that the notice has been published on Form OCC-3E, *Affidavit of Publication of Filing Period or Election*.

May- First two weeks: Accept applications from those who apply by using Form OCC-3F, *Notification and Declaration of Candidacy*. This form is to be made available to the public at the district office and can be found on the Commission's website.

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A copy of the applicant's Cooperator Agreement or application for Cooperator Agreement must be attached. The district must verify with the County Election Board that the individual is a registered voter in the district.

May - Second two weeks - If only one candidate files, no election will be held, and the candidate, if qualified, will be certified as elected by the Oklahoma Conservation Commission. If two or more candidates file, the district must notify the Oklahoma Conservation Commission and forward each candidate's Form OCC-3F, *Notification and Declaration of Candidacy* to the Commission office by close of business following the last day of the filing period.

The Commission will notify the district whether candidates are eligible and whether an election is to be held.

Board Meeting to Prepare for Election

If the district did not have knowledge of a district director election at the May board meeting, a special meeting should be called as soon as possible to make necessary arrangements. The board will need to:

- ◆ Determine the newspapers to publish the Notice of Election.
- ◆ Designate polling places.
- ◆ Appoint a District Election Committee to have charge of the election.

When No Candidate Files for Election

If no one files for the elected position, the Oklahoma Conservation Commission will request that the board make a recommendation for appointment. The recommendation is to be submitted on Form OCC-3B, *Recommendation for Appointment of Conservation District Director*, and signed by at least three board members.

The Commission will take action on the recommendation during a regular meeting.

For more information on election procedures contact: Kim Tweed, OCC, Oklahoma City at: Kim.Tweed@conservation.ok.gov or 405-521-4826

*Oklahoma Conservation Commission
District Services Division
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