

| Meeting Date | Attendance/Status | Meeting Date | Attendance/Status | Meeting Date | Attendance/Status |
|--------------|-------------------|--------------|-------------------|--------------|-------------------|
| 01/04/2022 | J | 01/06/2023 | S | 01/04/2024 | No Quorum; S |
| 02/11/2022 | J | 02/03/2023 | S | 02/01/2024 | J |
| 03/04/2022 | J | 03/02/2023 | S, J | 03/01/2024 | S, J |
| 04/01/2022 | J | 04/06/2023 | S, J | 04/05/2024 | S, J |
| 05/06/2022 | No Quorum; J | 05/04/2023 | S, J | 05/03/2024 | |
| 06/04/2022 | | 06/01/2023 | Cancelled | 06/07/2024 | |
| 07/01/2022 | J | 07/06/2023 | S, J | 07/01/2024 | |
| 08/01/2022 | J | 08/03/2023 | S | 08/02/2024 | |
| 09/09/2022 | J | 09/01/2023 | J | 09/01/2024 | |
| 10/07/2022 | | 10/05/2023 | S, J | 10/04/2024 | |
| 11/04/2022 | S | 11/02/2023 | S | 11/01/2024 | |
| 12/02/2022 | S, J | 12/07/2023 | Cancelled | 12/06/2024 | |

**Special meetings were also held 05/01/2023 and 02/21/2024; both S,J were in attendance at both meetings.

*In the table above, unless noted the meeting was held as scheduled. J = Jerome was in attendance. S = Shanon was in attendance.

Calculate the director's attendance and percentage.

Jerome

Term ends 06/30/2024

Last appointment approved April 2022

Board submitted recommendation March 2024

Shanon

Term ends 06/30/2024

Appointed to fill vacancy November 2022

Board submitted recommendation April 2024



DIRECTOR ELECTIONS & APPOINTMENTS

April 2024



TRAINING TAKEAWAYS

New element of training intended to help keep your directors informed



THESE PROCESSES APPLY TO EVERY
DISTRICT EVERY TIME.

No exceptions.

Keep in mind

- Appointment and election guidance, along with expiring terms list, was emailed out February 2.
- Appointment form was revised in 2021
- Candidacy form was revised in 2020
- Do **NOT** mail hard copies of either of these forms; they should be emailed to brandon.welborn@conservation.ok.gov

Oklahoma Voter Portal

OK Voter Portal is an official online service of the [Oklahoma State Election Board](#).
Do you need to register to vote for the first time? [Start the process](#).

[Sign up](#) to receive updates from the Oklahoma State Election Board.

Registered Voter Information

Please enter the following information to help us find you in our system. You must supply your first name, last name, and date of birth.

| Last Name | First Name | Date of Birth |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Find Me](#) [Cancel](#)

You may view this system in [English](#) or [Spanish](#).

- Verify voter registration online at:
okvoterportal.okelections.us
- Must provide name and birthdate as the individual is registered

- If search is successful, you will see something similar to this, along with a variety of other information

Welcome, **JANE SMITH**, to the Okla
In **TEXAS COUNTY**

- If search is not successful, you will see this and will need to verify the information provided and possibly call the election board:

We are unable to match you in our system based on the information you provided.
contact your County Election Board.

You may

- [Try Again](#)
- [Contact your County Election Board](#)

Director Appointment



EVERY DISTRICT HAS AN APPOINTED POSITION THAT EXPIRES EACH YEAR, AGAIN, NO EXCEPTIONS



REAPPOINTED DIRECTORS MUST ATTEND 75% OF MEETINGS DURING THEIR MOST RECENT TERM TO BE ELIGIBLE



YOU MUST CONTACT THE ELECTION BOARD TO VERIFY THEY ARE REGISTERED WITHIN THE BOUNDARIES OF THE DISTRICT

Letter of Support (<75% attendance)

- Letter from the board outlining why the director should be reappointed
- Director may be asked to provide a letter outlining a plan for attendance improvement
- Commissioners have requested letters provide clearer information regarding:
 - Why the director did not achieve the required attendance
 - Why the director should be reappointed
- Letters that do not provide adequate information will be returned for additional information before appointment forms are processed

Meeting Attendance Count

- For purposes of reappointments, only regular meetings are counted
- Most terms begin on July 1
 - Exception – appointed to fill a vacancy
- Don't include:
 - Cancelled meetings
 - Special meetings
 - Emergency meetings
 - Meetings that have not yet occurred
- **Do** include:
 - No Quorum regular meetings



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| 10/07/2022 | | 10/05/2023 | S, J | 10/04/2024 | |
| 11/04/2022 | S | 11/02/2023 | S | 11/01/2024 | |
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- Jerome's count is 12 of 19 or 63%

- Shanon's count is 14 of 16 or 88%

TO BE FILLED OUT BY APPLICANT:

(Please print legibly, all fields required)

| | |
|---|--------------------------------------|
| Name: | |
| Date of Birth: | |
| Mailing Address (street/city/zip): | |
| Primary Phone: | Cell Phone: <input type="checkbox"/> |
| Alternate Phone: | Cell Phone: <input type="checkbox"/> |
| E-mail Address: | |
| Conservation District: | |
| Have you previously served on this or any other Conservation District Board? _____ | |
| If yes, list district name and dates served or date began serving if no break in service: | |
| Signature: _____ Date: _____ | |

A COPY OF YOUR COOPERATOR AGREEMENT OR APPLICATION FOR COOPERATOR AGREEMENT MUST BE SUBMITTED WITH THIS FORM.

Completing Appointment Forms

*2nd page is completed by applicant

*Email is not required, but should be provided

*Appointee must sign this page

*Cooperator agreement must be submitted with form

Submitting Appointment Forms

- Scan completed forms and accompanying documents as one PDF
- Email to brandon.welborn@conservation.ok.gov
- Do **NOT** mail hard copies of the forms
- You do not need to submit completed copies of the oaths
- Retain the original forms and the oath copies in the director's file in your office

Director Election



EVERY DISTRICT HAS AN ELECTED POSITION THAT EXPIRES EACH YEAR, AGAIN, NO EXCEPTIONS



ELECTION PROCESS BEGINS IN MARCH; DIRECTOR ELECTIONS ARE HELD THE FIRST TUESDAY IN JUNE



YOU MUST CONTACT THE ELECTION BOARD TO VERIFY CANDIDATES ARE REGISTERED WITHIN THE BOUNDARIES OF THE DISTRICT

March

- Set publication dates for the Notice of Filing Period
 - Must be published twice with a seven-day interval
- Action must be recorded in the minutes
- Notice must be published as LEGAL ad
- If you cannot meet publication requirements, contact the Commission ASAP



April

- Verify the Notice of Filing Period is run as required
 - Again, it must be printed as LEGAL ad
 - Electronic notices are not valid
- Provide Proof of Publication from all newspapers to your ADC
- April Board Meeting, consider taking action on:
 - Polling locations
 - Election Committee members
 - Publication of Notice of Election



May

- Filing Period!
 - First two weeks of May
 - Candidacy forms must be made available to public
 - Forms completed outside of filing period are not valid and will not be accepted by OCC
 - Incumbent director must file if they wish to serve again
 - Email forms to brandon.welborn@conservation.ok.gov as you receive them
 - All forms must be emailed to OCC by **noon on May 15**
 - If no one files, notify Brandon via email



May

- If two people file, immediately notify OCC and begin preparations for an election if you haven't already:
 - Schedule a special meeting ASAP (should occur no later than May 17)
 - Set polling location(s)
 - Select election committee
 - Set publication dates of Notice of Election
 - Contact OCC with any questions



Notice of Election

- Must be published twice with a seven-day interval
- Last publication date must be at least 5 days prior to election day
- Proof of publication from all newspapers must be emailed to your ADC

*5 days prior to election day is the final day for candidates to withdraw

| Month | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------|-----|-----|-------------------------------|-----|-----|--|-----|
| May 2024 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | 12 | 13 | 14 Filing Period Closes | 15 | 16 | 17 Special Meeting for Election Actions (if needed) | 18 |
| | 19 | 20 | 21 | 22 | 23 | 24 Notice of Election Published | 25 |
| | 26 | 27 | 28 | 29 | 30 | 31 Notice of Election Published & Candidate Withdrawal Deadline | 1 |
| | 2 | 3 | 4 Election Day | 5 | 6 | 7 Notice of Election Proofs Due | 8 |

June

- ELECTION DAY!
 - Always the first Tuesday of June
 - Elections are held independent of the district
 - District personnel and board involvement should be limited
 - OCC will certify results as reported by the election committee and contact the District and Candidates
 - Election winner will begin serving their 3-year term on July 1
 - Each board has 3 elected positions





REQUIRED DATES AND DEADLINES MUST BE MET

Failure to adhere to the timeline and meet deadlines will result in your district
having a special election

Election & Appointment Resources

- February 2, 2024 email
- Conservation District Handbook (especially pages 27 – 36)
- 10-Minute Guide No. 12 – District Director Elections (updated March 2024)
- Anyone in District Services (your ADC, Brandon, or Clancy)

Board Member Resignations

- If a board member resigns
 - Obtain a written resignation from the individual
 - Email a copy of the resignation to Brandon so records can be updated
 - Begin the process of recruiting and recommending an individual for appointment to complete the term
 - For vacant positions with unexpired terms, appointments will be made by the OCC Commissioners whether the position is elected or appointed
 - An appointment to complete an unexpired elected term does not convert that position to an appointed one – it remains an elected position



Appointing Associates

- Board must take action during a regular board meeting
- Minutes must record the action and
 - Term length
 - Requirements, duties, and expectations of the associate
- No paperwork is required to be completed or submitted to OCC





ELECTION EXPENSES

All election expenses are reimbursable with no effect on your allocation, but you must:

- Claim the expenses on a separate claim
- Use code 93 – Director Election Expense
- This DOES include Notice of Filing Period publishing expenses

If you include election expenses on your regular reimbursement claim, they will be reimbursed from your operating expense allocation.

Questions ?