



Director Elections & Appointments Training Takeaways

April 2024

This training resource is designed to help conservation district directors and employees stay informed of key points discussed in recent web-based training. The document should be listed on the district's meeting agenda for discussion and review.

The Basics

- Elections and appointments apply to EVERY district EVERY year. Vacancies do not preclude the district from completing appointment and/or election associated processes.
- Guidance regarding the processes, including due dates and the list of directors with terms expiring, was emailed to all districts on February 2, 2024.
- All forms, appointment or candidacy, must be emailed to the Commission.
- Elected Position #2 is up for election this year.

Appointments

- One appointed position term expires each year on June 30
- The board must act during a board meeting to make a recommendation for appointment
- Directors who are being reappointed must meet the 75% attendance threshold. If not, the board must submit a letter explaining why the attendance threshold was not met and why they feel the director should be reappointed.

Elected Positions

- One elected position term expires each year on June 30
- The incumbent director must file during filing period if they wish to run/serve again
- The board must act during a board meeting on required items and the district must meet all required deadlines. Failure to do so will result in a special election having to be held.

Key Dates

- **April 1 – 20:** The Notice of Filing Period must be published as a legal ad, twice with a seven-day break.
- **April 26:** Notice of Filing Period proofs of publication must be emailed to the district's Area District Coordinator (ADC) by close of business.
- **May 1 – 14:** Filing period for the elected position. Districts must accept ALL candidacy forms. Directors currently serving in the E2 position must file forms if they wish to run/continue serving.
- **May 15:** All candidacy forms received must be emailed to the Commission by noon.
- **May 17:** If an election will be held, and the board has not already acted on election items, a special meeting must be scheduled for this date.
- **May 31:** If an election is being held, this is the deadline for candidates to withdraw from the election and the final date the second printing of the Notice of Election may be published.
- **June 4:** District Director Election Day!
- **July 1:** Directors begin serving new terms.

Additional Resources

- Conservation District Handbook, pages 27-36
- 10-Minute Guide No. 12 – District Director Elections
- Training Presentation PDF available on the OCC website