

## **2020 Elections**

Candidate Filing Period: May 19 -June 2, at 5 pm  
General Election: November 3, 2020



# **An SWCD's Guide to the 2020 Elections Process**

*April, 2020*



Minnesota Association of Soil and Water Conservation Districts  
[www.maswcd.org](http://www.maswcd.org)



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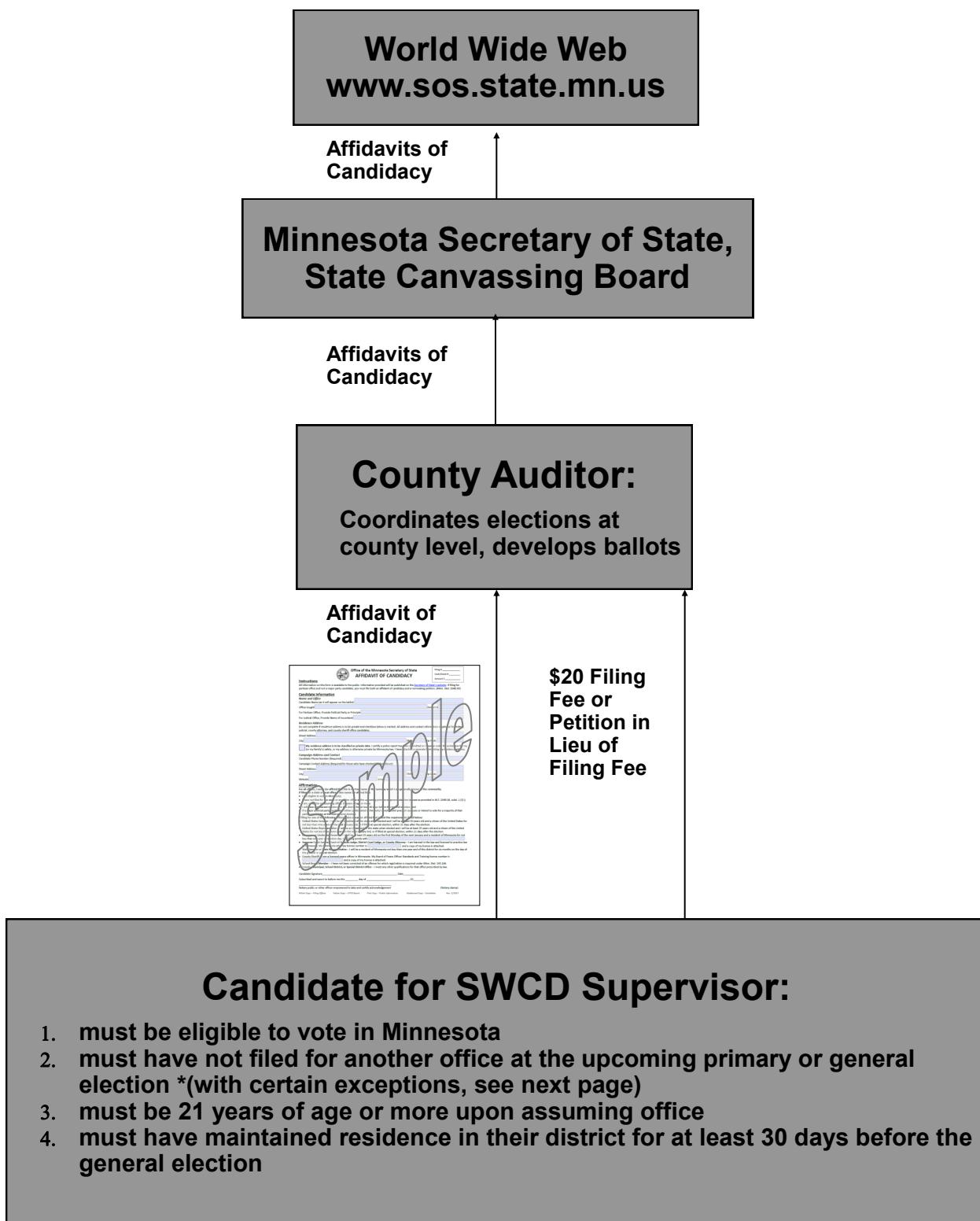
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Note: Information in this guidebook was compiled from several different resources, including:

- Minnesota Statutes – [www.revisor.mn.gov](http://www.revisor.mn.gov)
- Minnesota Secretary of State's Office – [www.sos.state.mn.us](http://www.sos.state.mn.us)
- Campaign Finance and Public Disclosure Board – <https://cfb.mn.gov>
- SWCD Board of Supervisors information from the SWCD Operational Handbook, maintained by the Board of Water and Soil Resources – <https://bwsr.state.mn.us/swcd-board-supervisors>
- Conservation District Board Member Recruitment and Community Outreach Guide developed by the National Association of Conservation Districts – requires member log-in. <http://www.nacdnet.org/general-resources/district-guides/>

## 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 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*).

**Sift Senior or State Representative** – I will be a member of Minnesota for less than one year and of this district for six months on the day of election.

**County Sheriff** – I am a licensed peace officer in Minnesota. My badge number is \_\_\_\_\_, my Police Officer Standards and Training identification number is \_\_\_\_\_.

**School Board Member** – I have not been convicted of an offense for which registration is required under Minn. Stat. 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 to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
  
Notary public or other officer empowered to take and certify acknowledgement \_\_\_\_\_ (Notary stamp)  
White Copy \_\_\_\_\_ Yellow Copy \_\_\_\_\_ CPIO Board \_\_\_\_\_ Pink Copy \_\_\_\_\_ Public Information \_\_\_\_\_ Goldwater Copy \_\_\_\_\_ Candidate \_\_\_\_\_ Rev. 5/2025

## Filing Period

The filing period opens May 19, 2020, and closes at 5 pm on June 2, 2020.  
*(Minnesota Statutes 204B.09).*

## 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 FOR OFFICE FEES**

## 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*)

Office of the Minnesota Secretary of State <b>AFFIDAVIT OF CANDIDACY</b>	File # Case/Check# Amount \$
<p><b>Instructions</b>            All information on this form is available to the public. Information provided will be published on the <a href="#">Secretary of State's website</a>. If filing for election as a minor party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 204B.03)</p> <p><b>Candidate Information</b></p> <p>Name and Office  <input type="text"/> Candidate Name (as it will appear on the ballot)  <input type="text"/> Office Sought:            For <input type="checkbox"/> Partisan Office, Provide Political Party or Principle.            For <input type="checkbox"/> Nonpartisan, Provide Name of Incumbent.</p> <p>District <input type="text"/></p> <p>Residence Address  <input type="checkbox"/> My residence address is to be classified as private data. I certify a police report have been submitted or I have an order for protection from my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a protective order listing my residence address.</p> <p>Street Address: <input type="text"/>  <input type="text"/> City: <input type="text"/> Zip Code: <input type="text"/></p> <p>Campaign Address and Contact  <input type="checkbox"/> Campaign office address  <input type="checkbox"/> Personal residence address            Campaign Contact Address (Required for those who have checked the above):            Street Address: <input type="text"/>  <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/></p> <p><b>Affirmative</b>  <input type="checkbox"/> I swear (or affirm) that this person is the name by which I am generally known in the community.            If filing for a state or local office, does he/she swear or affirm:  <ul style="list-style-type: none"> <li>• I am at least 18 years old.</li> <li>• I am not serving in any other office at the upcoming primary or general election (except as provided in M.S. 204B.06, subd. 1(2)).</li> <li>• I am, or will be, a citizen of Minnesota for at least 5 years or age 18.</li> <li>• I am not serving as a member of the legislature or a member of the general assembly.</li> <li>• If a major political party has selected me, I am participating in a major recent pre-primary process, or intend to vote for a majority of that party's candidates in the general election.</li> <li>• If filing for a state or local office, does he/she swear or affirm that he/she has met the requirements listed below:</li> </ul> <ul style="list-style-type: none"> <li>• United States Representative – must be a citizen of this state when elected and will be at least 30 years old and citizen of the United States for at least 7 years before the election day.</li> <li>• United States Senator – must be a citizen of this state when elected and will be at least 30 years old and citizen of the United States for at least 9 years before the next January 3, or if filed at special election, within 21 days after the election.</li> <li>• Governor – must be a citizen of this state when elected and will be at least 30 years old and citizen of the United States for not less than one year before the election day; I am filing jointly with <input type="text"/> (Name), who is a citizen of the United States for not less than one year before the election day.</li> <li>• Superintendent of Public Instruction – must be a citizen of this state when elected and will be at least 30 years old and citizen of the United States for not less than one year before the election day.</li> <li>• United States Representative – must be a citizen of this state when elected and will be at least 25 years old and citizen of the United States for at least 7 years before the election day.</li> <li>• United States Senator – must be a citizen of this state when elected and will be at least 30 years old and citizen of the United States for at least 9 years before the next January 3, or if filed at special election, within 21 days after the election.</li> <li>• Governor – must be a citizen of this state when elected and will be at least 30 years old and citizen of the United States for not less than one year before the election day; I am filing jointly with <input type="text"/> (Name), who is a citizen of the United States for not less than one year before the election day.</li> <li>• Superintendent of Public Instruction – must be a citizen of this state when elected and will be at least 30 years old and citizen of the United States for not less than one year before the election day.</li> <li>• State Senator or State Representative – will be a resident of Minnesota more than one year and of this district for six months on the day of filing.</li> <li>• State Senator or State Representative – will be a resident of Minnesota more than one year and of this district for six months on the day of filing.</li> </ul> <p>Supplementary affidavits, affidavits of candidacy, or affidavits of nomination may be filed with the <input type="checkbox"/> Secretary of State, <input type="checkbox"/> County Attorney, or <input type="checkbox"/> Minnesota attorney number is <input type="text"/> and copy of my license is attached.</p> <p><b>State Senator or State Representative</b> – I will be a resident of Minnesota more than one year and of this district for six months on the day of filing.</p> </p>	

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*

# 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. A statement of economic interest is a form that public and local officials use to disclose information about their personal financial interests.

## 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 in late December explaining that they will need to file a Statement of Economic Interest within 60 days of the beginning of their term. The letter will include a username and password for filing the Statement on the CFPD Board's web site. 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 certify it, while Supervisors who are re-elected to their position need to review the current information online, make any changes, and then re-certify it.

Statements of Economic Interest need to be reviewed and recertified every year even if nothing has changed. This review must be completed by the last Monday in January and covers the previous calendar year.

## The Form

Each elected SWCD Supervisor will need to provide the following information on the Statement of Economic Interest. The statement discloses:

- occupation;
- principal place of business;
- sources of compensation in excess of \$250 in a month;
- business and professional activity categories;
- securities in excess of \$10,000;
- non-homesteaded real property holdings; and
- interests in pari-mutuel horse racing.

## Public Information

Filed Statements are made available for review on the Campaign Finance and Public Disclosure Board's website at <https://cfb.mn.gov/reports-and-data/officials-financial-disclosure/official/>.

More information about completing the Statement of Economic Interest is available at <https://cfb.mn.gov/pdf/publications/handbooks/PublicOfficialsHandbook.pdf>. The form itself is at [https://cfb.mn.gov/pdf/forms/publicOfficials/eis\\_electedOfficials.pdf](https://cfb.mn.gov/pdf/forms/publicOfficials/eis_electedOfficials.pdf).

Questions can be directed to Campaign Finance and Public Disclosure Board staff Jodi Pope at 651-539-1183, [cfb.eis@state.mn.us](mailto:cfb.eis@state.mn.us), or 800-657-3889. Information and resources are available at <https://cfb.mn.gov/>.

Campaign Finance & Public Disclosure Board																																																																																																																																																																					
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<p>This statement must be received by the Campaign Finance and Public Disclosure Board within 60 days after your first day in office.</p> <p>• Late fees will accrue for a statement filed more than 60 days after the filing deadline.</p> <p>• This form may be filed by mail to the address above, by email to <a href="mailto:cfb.eis@state.mn.us">cfb.eis@state.mn.us</a>, or by fax to 651-539-1196 or 800-357-4114.</p> <p>• The Board will post the statement on its web site as soon as possible.</p> <p>• All information on this statement is public information and may be published on the Board's website.</p> <p>• It is unlawful to use information filed with the Board for commercial purposes.</p> <p>• Board staff may be reached by telephone at 651-539-1184 or 800-657-3889 or by email at <a href="mailto:cfb.eis@state.mn.us">cfb.eis@state.mn.us</a>.</p>																																																																																																																																																																					
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- 2 -

## FREQUENTLY ASKED QUESTIONS

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### 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, and are best served outside of, partisan politics.

### 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 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)

### 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)

### What happens after an individual is elected?

After election results 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.

### Are write-in candidates tabulated?

Not automatically. A candidate for SWCD Supervisor who did not file for office and therefore won't be listed on the ballot, and who wants write-in votes for the candidate to be counted, must file a written request on a form provided by the county auditor. The request must be filed with the county auditor after the close of the filing period and no later than the seventh day before general election (November 3, 2020). (*Minnesota Statutes 204B.09, subdivision 3*)

### 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 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 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?
- Conservation ideas/changes candidate advocates to ensure the sustainability of agriculture and natural resources in your district?

## 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:

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

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

# CANDIDATE RECRUITMENT

## Model Prospectus

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*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 brochure or fact sheet about your SWCD, and refer them to your web site.*

Becoming a Board Member of _____	Soil and Water Conservation District
<p>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 _____.</p> <ol style="list-style-type: none"> <li>1. <b>Mission:</b> (insert district's mission statement)</li> <li>2. <b>Vision:</b> (insert district's vision statement)</li> <li>3. <b>Goals and Objectives</b> <ul style="list-style-type: none"> <li>• Establish soil and water conservation policy for the district</li> <li>• Assess resource needs</li> <li>• Develop strategies to address these needs</li> <li>• Provide quality conservation education to county school children</li> <li>• Provide land users with technical assistance</li> <li>• Develop programs to address local natural resource problems</li> <li>• Serve as focal point for addressing natural resource issues and coordinating various programs to help identified concerns</li> </ul> </li> <li>4. <b>Legal Authority</b> <ul style="list-style-type: none"> <li>• Minnesota Statutes Chapter 103C defines a soil and water conservation district as a political subdivision of the State of Minnesota.</li> </ul> </li> <li>5. <b>Major Issues at this Time</b> <ul style="list-style-type: none"> <li>• Water resources/water quality</li> <li>• Failing septic systems</li> <li>• Erosion from cropland</li> <li>• Erosion from construction sites</li> <li>• Land users needing technical assistance</li> </ul> </li> <li>6. <b>Major Programs and Activities</b> <ul style="list-style-type: none"> <li>• Agricultural cost-share program</li> <li>• Wetland Conservation Act</li> <li>• Tree seedling sales</li> <li>• Publish quarterly newsletter</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Review and Implementation of Local Water Management Plan</li> <li>• Educational programs for schools, youth, adult, and civic groups</li> <li>• Review erosion and sediment control plans</li> </ul> <p>7. <b>Funding Sources</b></p> <ul style="list-style-type: none"> <li>• Local governments (county board, city councils, townships...)</li> <li>• State government (Board of Water and Soil Resources, Pollution Control Agency...)</li> <li>• Grants (district funding raising activities)</li> <li>• Federal grants, agreements...</li> </ul> <p>8. <b>Expectations of Supervisors</b></p> <ul style="list-style-type: none"> <li>• Be involved &amp; responsible for district program direction</li> <li>• Develop policies and programs</li> <li>• Promote soil &amp; water conservation in the community</li> <li>• Take advantage of training opportunities to develop abilities</li> <li>• Attend board and committee meetings</li> <li>• Participate in district programs and activities</li> <li>• Serve as chair of one committee</li> <li>• Represent district in public</li> <li>• Help secure financial resources</li> <li>• Promote district</li> </ul> <p>9. <b>Benefits of Being a Supervisor</b></p> <ul style="list-style-type: none"> <li>• Being a voice for citizens of your county</li> <li>• Self satisfaction of providing your time to improve the environment</li> <li>• Being actively involved with assistance and educational programs for citizens</li> <li>• Providing leadership in community resource conservation</li> <li>• Development of leadership skills</li> </ul>

Additional information is available by calling the district office at \_\_\_\_\_, by visiting the SWCD web site 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 88 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

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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 2 TO RUN FOR SWCD SUPERVISOR

Individuals concerned about water quality and soil erosion in \_\_\_\_\_ County should consider filing by June 2 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 88 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 3, 2020. 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 19 through June 2, 2020. 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 SWCDs in 7 county metro Area, where candidates are elected by the voters within that nomination district of the SWCD.

### 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 19 through June 2.

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

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### 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 3, 2020. 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 3 Election.

\* Except for SWCDs in the seven county metro area, where candidates are elected by the voters within that nomination district of the SWCD.

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### 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  
AFFIDAVIT OF CANDIDACY**

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

**Instructions**

All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 204B.03)

**Candidate Information**

**Name and Office**

Candidate 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 \_\_\_\_\_

**Residence Address**

Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

**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 for my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

**Campaign Address and Contact**

Candidate Phone Number (Required) \_\_\_\_\_

Campaign Contact Address (Required for those who have checked the box above):

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

**Affirmation**

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 (except as provided in M.S. 204B.06, subd. 1 (2));
- I am, or will be on 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 major 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 3rd, or 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 3rd, or 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 \_\_\_\_\_.
- **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 Minn. Stat. 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 to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. \_\_\_\_\_

Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)

White Copy – Filing Officer

Yellow Copy – CFPD Board

Pink Copy – Public Information

Goldenrod Copy – Candidate

Rev. 5/2015

# **APPENDIX B**

## **Statement of Economic Interest, pages 1 - 4**

# Campaign Finance & Public Disclosure Board

100 Centennial Office Building, 658 Cedar St, St Paul, MN 55155

cfb.mn.gov

## Original Statement of Economic Interest for Elected Public Officials

### Filing instructions

(General instructions for completing the form start on page 2)

- The statement must be received by the Campaign Finance and Public Disclosure Board within 60 days after your first day in office.
- Late fees will accrue for a statement not received by the due date.
- This form may be mailed to the address above, by email to [eis@state.mn.us](mailto:eis@state.mn.us), or by fax to 651-539-1198 or 800-357-4114.
- Please file it. Keep the original and a fax copy as proof of timely filing.
- All information on this statement is public information and may be published on the Board's website.
- It is unlawful to use information filed with the Board for commercial purposes.
- Board staff may be reached by telephone at 651-539-1184 or 800-357-3889 or by email at [cfb.eis@state.mn.us](mailto:cfb.eis@state.mn.us).

### Individual information

### Employment information

Name	Occupation (includes categories such as student, retired, and homemaker)
Address at which you wish to receive mail from the Board (You may use either a home or business address. This will not be posted to the Board's website.)	
City, state, zip	Business address (This address will be posted on the Board's website)
Telephone (Daytime)	Business city, state, zip
Email address	

### Position information

Name of agency	Position and district #
----------------	-------------------------

### Certification

I, , certify that the information contained on this form, including information on the schedules, is complete, true, and correct.  
Redacted signature

Date

(Print or type name)

**Signature**  
**Notices:** Any person who signs and certifies to be true a statement which the person knows contains false information or omits material 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 651-539-1180 or 800-357-3889 or through the Minnesota Relay Service at 800-927-3525.

Form last updated 6/2019

In all business whose securities valued at more than \$10,000 value individually or jointly held at any time during the reporting period. Use the definition of business from the Sources of compensation section on the previous page.

"securities" means stocks, share bonds, warrants, options, pledges, notes, mortgages, annuities, debentures, leases, and commercial paper. "Securities" does not include shares of mutual funds, shares of exchange-traded funds, or defined benefit pension plans. For stocks, list the name of the business, not list the exchange symbol, total shares, or value.

For investment accounts in IRAs or 401(k)s, list the individual investments items held through the account. For example, if you have an IRA managed by Charles Schwab, do not list Charles Schwab - IRA. Instead, obtain an itemized listing of the items held in the IRA and report those investments which meet the definition of security and exceed \$10,000 in value.

Name of business in which security is held

Name of business in which security is held

<b>Real property</b>					
Do not report your homestead. Report interests in all other real property located in Minnesota that you held individually or jointly on the date of your appointment. You must report the following interests: a fee simple interest (you are an owner, even if you owe a mortgage), a contract for deed as a buyer or seller, or a mortgage that you had as a seller.					
Report an option to buy if the value of the option is more than \$2,500 or if the fair market value of the optioned property is more than \$50,000 even if the value of the option itself is \$2,500 or less. For each property list the county in which the property is located. Also list the street address and city, or if the property does not have a street address, the section, township, and range where the property is located and the approximate acreage.					
Upon written request and for good cause shown, the Board may waive the requirement that a public official disclose the address of a secondary residence of the official. Contact Board staff if you want to request this waiver.					
Mn County	Street address and city, or section, township, and range	Own (Even if parting in mortgage)	Contract for deed (As buyer or seller)	Option to buy Option value greater than \$2,500	Option to buy Property value greater than \$50,000 Mortgage (Only if you are the seller)
<b>Pari-mutuel horse racing interests</b>					
Report any investment, ownership, or interest in property connected to pari-mutuel horse racing in the United States or Canada, including a race horse. Include direct, indirect, partial or full interests held by you or an immediate family member. Check one: _____					
Official direct interest:	Partial interest	Full interest	Description of interest (Horse, stable, etc.)		
Official indirect interest:					
Family interest					



Minnesota Association of Soil and Water Conservation Districts  
[www.maswcd.org](http://www.maswcd.org)