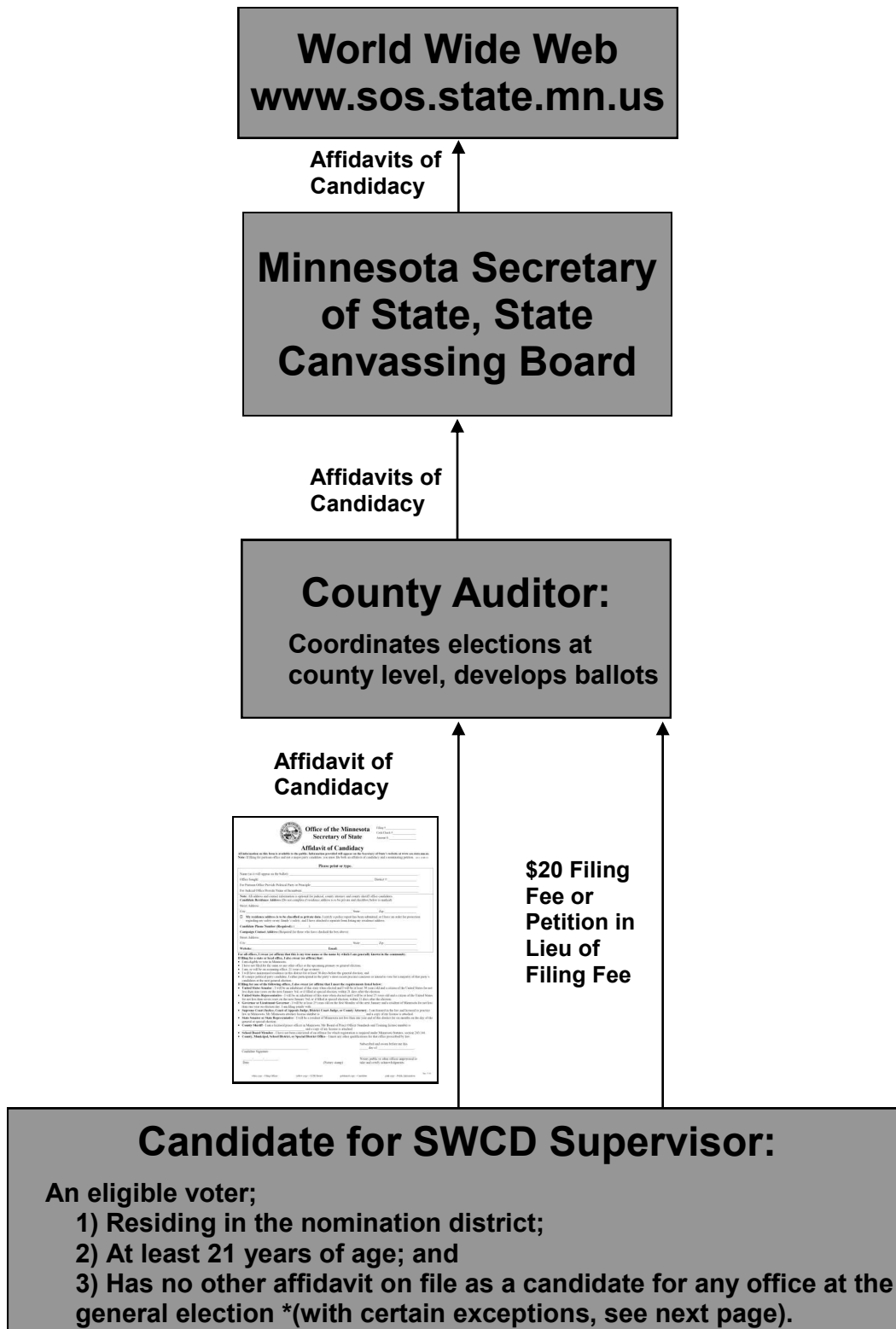


RUNNING FOR SOIL & WATER CONSERVATION DISTRICT SUPERVISOR - AT A GLANCE



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 20, 2014 and closes at 5 p.m., June 3, 2014 (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 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

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 Jodi Pope at 651-539-1183, jodi.pope@state.mn.us, 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	Partner	Employee	Employee	Independent Contractor	Other
	<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"/>	<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"/>

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	Quantity owned	Market value

Real Property

Report all real property in Minnesota. See instructions on page two.

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

Address	Ownership	Value	Options	Other
	<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	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"/>	

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

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 _____.