



Arkansas Conservation Districts
Training Program

Appointments and Election of Directors

Power Point 6



What You Will Learn

- How are board members selected?
- How are district directors appointed?
- How are elections conducted?
- What are the requirements for appointment or election?
- Are there ever exceptions made to the requirements?
- Can district directors be removed?
- What if a district director is elected but declines to serve?





District Directors

- Five District Directors
 - Two appointed by the Arkansas Natural Resources Commission
 - Three elected by local landowners
- Serve three year terms
- Public officials who receive stipend for attendance of any scheduled meeting of the district not to exceed \$15.00 Plus mileage allowance at the rate approved by the state



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Expiring Terms of Appointed Directors

- ANRC will notify the director and district board 60 days before an appointed director's term will expire
- ANRC will request names and contact info for individuals the district board wants considered for appointment.
- Recommendations due within 30 days of notice.





Appointed Directors

- **Any landowner within a district may be considered**
 - File a written request to the ANRC Executive Director
 - Request will remain on file until the district's next board vacancy
- **Review of Qualifications**
 - ANRC Executive Director may interview applicant
 - Request recommendations





Re-Appointment of Directors

- To be considered for re-appointment, a director must:
 - Provide ANRC with a statement from the district board certifying the director has attended 65% of district board meetings and three area or state meetings during his/her 3 year term **or** a waiver issued by the ANRC Executive Director
 - Proof of completion of the ANRC-approved director training program



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Election of Directors

- Election of three directors occurs every 3 years
- Schedule of elections in Fact Sheet 11
- Elections held first Tuesday in March
- A list of election forms can be found in Fact Sheet 11



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Qualifications of Candidates

- Registered voter in the State of Arkansas
- Landowner within the district
- Live within the district
- A person wishing to be a candidate who is not currently a director must submit a petition signed by 25 or more qualified electors to ANRC.
 - Qualified electors signing a petition must be registered Arkansas voters
 - District and NRCS employees may not circulate petitions
 - Only one candidate's name may appear on a petition
 - Signed petitions must be received in the district office no later than February 1 of the election year



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Candidates Seeking Re-Election

- **Candidates seeking re-election must provide ANRC with:**
 - Provide ANRC with a statement from the district board certifying the director has attended 65% of district board meetings and three area or state meetings during his/her 3 year term **or** a waiver issued by the ANRC Executive Director
 - Proof of completion of the ANRC-approved director training program
- The ANRC Executive Director must certify all candidates for election before they can be elected.
- Write-in candidates are NOT allowed.



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Election Calendar

● December

- ANRC mails the district a package of forms
- District begins giving notice to the general public of the availability of petitions for individuals who may want to be a candidate

● January

- Publish “Notice of Petition Availability” in a local newspaper
- Post notice in public places
- Distribute TV and Radio spots
- District board chair completes “Certification of Attendance Requirements” for each director running for re-election
- Begin publicizing the election date and polling places no later than January 31



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Election Calendar

● February

- Publish the “Notice of Election of Directors” at least twice seven days apart in a general circulation newspaper in the district
- Post the notice of the election date and polling places in prominent places throughout the district
- ANRC must receive the following by February 1
 - Nominating petitions for new candidates
 - Certification of attendance for candidates seeking re-election
 - List of polling places and number of ballots requested
 - Completed “Notice of Petition Availability” and “Certification of Petition Availability”





Election Calendar

● February (continued)

- The Commission will certify names of candidates at its February meeting
- ANRC will send an election kit, including:
 - Instructions to District Committee
 - Instructions to Polling Place Committee
 - Ballots
 - Registration of Voters
 - Certificate of Returns: Polling Place Committee
 - Certificate of Returns: District Committee
 - Notice of Result of Election





Election Calendar

● March

- Two appointed district directors serve as district election committee. Their responsibilities include:
 - Designate a 3-person polling committee for each polling place.
 - Deliver ballots and election materials to each polling place
 - Provide ballots to absentee voters (at the Conservation District office two weeks prior to the election until the day before the election)
 - Monitor and keep polling places open between 8:00 a.m. and 5:00 p.m.



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Election Calendar

- Responsibilities of District Election Committee (continued)
 - Collect all ballot boxes and election materials from polling places and absentee ballots from district office **after the polls close**
 - Both members of the Election Committee will open the ballot boxes and count the votes **together**
 - Any ballot with more than three candidates marked will not be counted
 - Any ballot with write-in candidates will not be counted
 - The District Election Committee will certify to ANRC the results of the election





Election Calendar

- Responsibilities of District Election Committee (continued)
 - District Election Committee will complete and send to the following to the Commission:
 - Certificate of Returns: District Committee
 - Registration of Voters
 - Notice of Election of Directors
 - Certification of Notice of Election of Directors
 - Notice of Results of Election of Directors





Election Calendar

- Responsibilities of District Election Committee (continued)
 - District Election Committee will maintain the following election records in district files:
 - All original ballots cast
 - Certificate of returns: Polling Place Committee (one for each polling place)
 - Notice of Results of Election of Directors
 - Post Notice of Results of Election of Directors at the district office and other public places and provide a news release to the local newspaper



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Who Can Vote/How To Vote

- Any registered voter in the State of Arkansas who owns real estate in the district is qualified to vote
- Before obtaining a ballot, a person will sign a register of voters, affirming he/she is a qualified voter
- The elector will select three candidates by putting an “X” in the appropriate boxes and placing the ballot in the ballot box
- Polling place committee will keep ballot and landowner certificates separate so that a voter’s ballot cannot be identified in any way (e.g., ballots may not be numbered nor signatures required on ballots)



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ANRC Certification of Results

- Commission certifies the results of the election at its first regular meeting after the election
- ANRC Executive Director notifies directors-elect of appointment
- ANRC issues a certificate of appointment after a director submits oath of office



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Group 1 Elections

Group 1 - 1994 and each 3rd year thereafter

Boone Co. CD

Buffalo CD (Searcy)

Carroll Co. CD

Clark Co. CD

Clay CD Poinsett CD

Cleburne Co. CD

Cleveland Co. CD)

Columbia Co. CD

Conway Co. CD

Crawford Co. CD

Cross Co. CD

Fulton Co. CD

Greene Co. CD

Jefferson Co. CD

Little River CD

Logan Co. CD

Lonoke Co. CD

Poteau River CD (Scott)

Rich Mountain CD (Polk)

Saline Co. CD

St. Francis Co. CD

White Co. CD

Woodruff Co. S&WCD

Yell Co. CD



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Group 2 Elections

Group 2 - 1995 and each 3rd year thereafter

Baxter Co. CD

Calhoun Co. CD

Cossatot CD (Sevier)

Craighead CD

Dallas Co. S&WCD

Faulkner Co. CD

Garland Co. CD

Hempstead Co. S&WCD

Monroe Co. S&WCD

Nevada Co. CD

Newton Co. S&WCD

Ouachita CD

Perry Co. CD

Phillips Co. CD

Pike Co. CD

Pope Co. CD

Prairie Co. CD

Pulaski CD

Randolph Co. CD

Sebastian Co. CD

Sharp Co. CD

Stone Co. CD

Union Co. CD

Van Buren Co. S&WCD

Washington Co. S&WCD





Group 3 Elections

Group 3 - 1996 and each 3rd year thereafter

Arkansas Co. CD

Ashley Co. CD

Benton Co. CD

Chicot Co. CD

Crittenden CD

Crooked Creek S&WCD
(Marion)

Desha Co. CD

Drew Co. CD

Franklin Co. S&WCD

Grant Co. CD

Hot Spring Co. CD

Independence Co. CD

Izard Co. CD

Jackson Co. S&WCD

Johnson Co. CD

L'Aigle Creek CD
(Bradley)

Lafayette CD

Lawrence Co. CD

Lee Co. CD

Lincoln Co. CD

Madison Co. S&WCD

Miller Co. CD

Mine Creek S&WCD
(Howard)

Mississippi Co. CD

Montgomery Co. CD

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Waiver of Attendance

- Waivers will not be considered if a director has missed more than 50% of regular board meetings
- ANRC may consider other conservation district activities undertaken in lieu of requirement to participate in area and state meetings
- Director must request a waiver of attendance requirements in writing from the ANRC Executive Director
- The Executive Director and Commission Chair or their designees will meet with the director before approving a waiver to stress the importance of meeting attendance.
- The director will be given the opportunity to make a statement before full Commission
- The Commission will approve or disapprove the request



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Resignation

- Resignations must be in writing
- The secretary/treasurer notifies ANRC
- Contingent resignations are not allowed
- Resignations are effective upon receipt unless specified otherwise in writing





Decline of Office

- An elected or appointed director will be deemed to have declined to serve if he/she fails to take the required oath of office within 60 days of appointment or election ***or***
- Does not fulfill the required ANRC approved training within 36 months of appointment
- The Commission will then appoint a new director





Removal of Directors

- Grounds for removal include neglect of duty or malfeasance in office
- A director who misses three consecutive regular monthly meetings or two regular quarterly meetings will be removed for neglect of duty
 - Unless the director presents a satisfactory written explanation to ANRC
- Any person may petition the ANRC Executive Director for a director's removal
 - Signed petition must include specific details of neglect of duty or malfeasance in office
 - An affidavit stating the information in the petition is true





Removal of Directors

- Upon receipt of a petition or on initiative of ANRC:
 - ANRC Executive Director will investigate
 - Report findings to Commission
 - Commission will review the Executive Director's report and determine if a hearing is warranted
 - Commission may conduct a hearing or appoint a hearing officer
 - Adjudicatory hearings will be held in accordance with the Administrative Procedures Act
 - Commission will enter a finding of fact and/or a conclusion of law – and may remove a director based on the record presented
 - If a director is removed, the Commission will appoint a successor





Challenging An Election

- Election challenges must be filed within three days of the election
- Notify ANRC Executive Director in writing, outlining reasons
- ANRC Executive Director will investigate, take ballots and other election materials into custody, and verification of votes
- ANRC Executive Director will report to Commission
- Commission may require a recount, confirm reported results, set aside the results and conduct a special election or any other appropriate action



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Discussion Questions

- Is the conservation district encouraging qualified candidates to seek election?
- What does it mean if few qualified candidates are seeking election?
- What percentage of qualified electors participate in the election?
- What does it mean if voter turnout is low?
- Who volunteers to serve on polling place committees?



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