

# Appointment and Reappointment of District Directors

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# Notification of Expiration

Sixty days prior to the expiration of a term, the Executive Director will notify the director and the district.

# Request for Board Recommendation

The Executive Director will request that the district board make their recommendations to the Commission within 30 days.

# Reappointment of Director

Any appointed director seeking reappointment must provide a certified statement from the district Board summarizing the director's attendance record for the past three years:

- district board meetings
- area meetings
- state meetings
- director training program

No appointed director shall be reappointed unless they have attended 65% of the district meetings and three state or area meetings; unless they have obtained a waiver.

# Public Request for Appointment

Any person owning land within a district may be considered by the Commission for a appointed position by filing a written request with the Executive Director. The request shall remain on file until the district's next board vacancy.

# Prospective Appointees

- The Executive Director will review the qualifications of anyone proposed as an appointed director.
- interview with the applicant, or a request for recommendations from persons having knowledge of the applicant's interest and activities in the areas of soil and water conservation.

# Report of the Director

By the first regular meeting of the Commission after the expiration of the appointed director's term, the Executive Director shall provide the Commission with the names and qualifications of all prospective appointees.

# Commission Action

Upon presentation by the Executive Director, the Commission may:

- Select one of the prospective appointees
- Ask for additional information concerning any of the applicants
- Ask the Executive Director to seek additional applicants

# Issuance of Certificate of Appointment

After a director has:

- completed the approved training course
- taken the oath of office
- and submitted proof to the Commission

The Executive Director will issue a certificate of appointment to the district director.

# Election and Reelection

## Elections

Elections will be held on the First Tuesday in March in designated districts. All polling places shall be open for voting from 8:00 a.m. to 5:00 p.m.

## Notice to District

By December 10, the Executive Director will notify the districts which have elections scheduled for the following March.

## Appointed Directors to serve as election committee

The appointed district directors constitute the District Election Committee, the Commission's representative for conducting elections.

## Approval of Polling Place

The District Election Committee shall submit a location for election to the Commission by February 1<sup>st</sup> for approval.

## Petitions

Candidates shall submit a petition signed by 25 or more qualified electors.

## Reelection of directors

Any elected director seeking re-election must provide a statement from the board summarizing the director's attendance; must have attended 65% of the required meetings.

## Certification of Candidates

The Executive Director must certify any person as a candidate before that person may be elected to the office of director.

## Notice of Election

The Election Committee will publish a notice of election in a district newspaper of general circulation.

The Executive Director will publish it in a newspaper statewide.

## Ballots

The Executive Director will provide the requested number of ballots to the District Election Committee; the ballots will contain instructions.

### Absentee ballots

Absentee ballots shall be available at the district office two weeks prior to the election.

An infirmed person, may obtain a ballot by presenting a signed written statement that the person making the request:

- is a registered voter in Arkansas
- owns land within the district
- cannot vote on election day due to health reasons

## Voting Procedure

- ü Must be a registered voter
- ü Owner of real estate within the district
- ü Must sign a registration of voters; an affirmation that the person is a qualified elector
- ü Voters shall select up to three candidates to serve as district directors
- ü No write-in candidates shall be allowed

## Vote Tally

After the polls close;

- ü The Election Committee shall collect all ballot boxes
- ü Both members of the Election Committee shall together open the ballot boxes and count the votes cast
- ü Any ballot with more than three candidates marked or with write-in candidates will not be counted
- ü The Election Committee shall certify to the Commission the results of the election
- ü The Election Committee will then post results

## Election Challenge

Any person challenging results of the election can write the Executive Director within three days. The Executive Director will investigate any allegations made and report the findings to the Commission.

## Certification of Results

At the first regular meeting of the Commission the Commission will certify the results. The Executive Director will notify the directors-elect and provide them with appropriate training materials.

## Issuance of Certificate of Election

After a director has completed the Commission's approved training course, taken the oath of office, and submitted proof to the Commission, the Executive Director will issue a certificate of election to the District Director.

# Waiver of Attendance

## Request for Waiver

Directors failing to meet the attendance requirement and seeking reappointment or re-election may request a waiver to the Executive Director; in writing.

## Meeting with Director Making Request

A member of the Commission will meet with the director. The director may state the reason for failure to meet the attendance requirement and promise to meet the attendance requirement in the future.

## Consideration of Request

The Executive Director may invite the director to attend the next Commission meeting and make a statement, if he so desires, concerning the waiver request.

The Commission shall then approve or disapprove the waiver; the decision shall be duly noted in the Commission's permanent records.

## Criteria in Making Decision

Waivers for Directors failing to attend more than 50% of the local meetings will not be considered.

The Commission may consider other Conservation District activities undertaken by the Director that fail to make state meetings.

# Resignation and Decline of Office

## All Resignations:

- Must be in writing
- Filed with the District Board and the Commission
- Effective upon receipt by the Executive Director
- Must not be contingent upon another event

## Decline of Office

A Director will be deemed to have declined the office if they:

- fail to complete the Commission's approved training program
- fail to take the required oath of office within 60 days

# Removal of District Directors

## Grounds for Removal

The Commission shall have the power to remove Directors for neglect of duty or malfeasance in office, but for no other reason. A Director who is absent from three, successive, regular monthly meetings or two, successive, regular quarterly meetings shall be removed for neglect of duty, unless the Commission is presented with a satisfactory written explanation.

## Petition for Removal

Any person seeking a Director's removal shall file a petition with the Executive Director, stating specific allegations of the Director's alleged neglect of duty or malfeasance in office. The signed petition shall be accompanied by an affidavit stating that the information contained in the petition is true to the best of affiant's knowledge and belief.

## Executive Director to Investigate

Upon receipt of a petition contained in Section 214.2, or on personal initiative, the Executive Director shall investigate whether there are grounds for a District Director's removal under Section 214.2. The Executive Director shall then report any findings and recommendations to the Commission.



