

**2022 Elections**

Candidate Filing Period: May 17 – May 31, at 5 pm

General Election: November 8, 2022



# An SWCD's Guide to the 2022 Elections Process

# AN SWCD'S GUIDE TO THE 2022 ELECTIONS PROCESS

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

- Minnesota Statutes – <https://www.revisor.mn.gov/>
- Minnesota Secretary of State's Office – <https://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-operational-handbook>
- Conservation District Board Member Recruitment and Community Outreach Guide developed by the National Association of Conservation Districts – requires member log-in. <https://www.nacdnet.org/general-resources/district-guides/>

# BECOMING A CANDIDATE FOR SWCD SUPERVISOR

The Minnesota Secretary of State is the chief election official in Minnesota and is responsible for administration of 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 Statutes 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 17, 2022 and closes at 5 pm on May 31, 2022.

(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 Statutes 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 Statutes 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. 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 after beginning 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 on-line, 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/Public\\_officials\\_handbook.pdf](https://cfb.mn.gov/pdf/publications/handbooks/Public_officials_handbook.pdf). The form itself is at [https://cfb.mn.gov/pdf/forms/public\\_officials/eis\\_elected\\_officials.pdf](https://cfb.mn.gov/pdf/forms/public_officials/eis_elected_officials.pdf).

Questions can be directed to Campaign Finance and Public Disclosure Board staff Erika Ross at 651-539-1187, [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/>.



**MINNESOTA**  
CAMPAIGN FINANCE BOARD

190 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 filed by mail to the address above, by email to [cfb.eis@state.mn.us](mailto:cfb.eis@state.mn.us), or by fax to 651-539-1190 or 800-357-4114.
- Tax filers: Keep the original and a fax confirmation notice 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 800-657-3889 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)	Name of employer (You may need to include your employer as a source of compensation on page 2. Also indicate here if self-employed or unemployed.)	
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)	Business city, state, zip
Telephone (Daytime)	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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notice: Any person who signs and certifies to be true a statement which the person knows contains false information or omits required 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 800-657-3889 or through the Minnesota Relay Service at 800-627-3525.

Form last updated 7/2021

**Reporting period**

The reporting period is the calendar month before the month in which you took office. For example, if your first day in office is January 7, the reporting period is December 1 – December 31.

**Sources of compensation**

List all businesses from which you received more than \$250 in compensation in any calendar month during the reporting period. You should include any employer listed on the first page if it is a business as described below.

"Business" means an association, corporation, partnership, limited liability company, limited liability partnership, or other organized legal entity. An individual acting alone in the individual's own capacity, such as in the form of a sole proprietorship, is not a business for purposes of this statement, nor is a government agency.

"Compensation" means any payment for labor or personal services as a director, officer, owner, member, partner, employer, or employee of a business. Compensation does not include payments that do not result from the performance of services, such as rental income, social security payments, unemployment compensation, workers' compensation, pension benefits, or insurance benefits.

Name of source	Check appropriate box					
	Director	Officer	Owner	Partner	Employer	Employee

**Business ownership**

If you own 25% or more of a business and received more than \$250 in any month during the reporting period as an employee of that business, list the business or professional activity category from page 4 that best describes the main function of the business.

Business or professional activity category (See page 4)

**Independent contracting**

If you received more than \$2,500 for work as an independent contractor in the past 12 months, list the business or professional activity category from page 4 that best describes the nature of that work.

Business or professional activity category (See page 4)

## FREQUENTLY ASKED QUESTIONS

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### What is an SWCD Supervisor's term of office?

In most cases, supervisors are elected to 4 year terms, commencing on the first Monday in January. For special elections conducted after an appointment to fill a vacancy, the person elected serves the remainder of that position's term (2 years).

### 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 \$125 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 may provide 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. The Secretary of State's office has a sample "oath of office form at [this link](#). 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 supervisor district is within areas governed by an Indian tribe?

In a district where a supervisor 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 a candidate profile, a candidate profile could include answers to the following (or any other issues the SWCD and newspaper find helpful):

- 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 which the candidate supports?

## **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:

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

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

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

### 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
    - 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 \_\_\_\_\_, 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

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 MAY 31 TO RUN FOR SWCD SUPERVISOR**

People concerned about water quality and soil health in \_\_\_\_\_ County should consider filing by May 31, 2022, to run for the position of supervisor of the \_\_\_\_\_ Soil and Water Conservation District (SWCD).

“Supervisors play an important role in how a wide variety of natural resources are managed in our county, including wetlands, rivers, lakes, forests and farmland (add any other appropriate area),” said \_\_\_\_\_, (supervisor/staff) with \_\_\_\_\_ SWCD.

Those interested in running for supervisor should file at the county auditor’s office between May 17 and May 31.

SWCDs are special-purpose units of government that manage and direct conservation programs at the local level. Important programs and priorities of \_\_\_\_\_ SWCD include \_\_\_\_\_ (add one or two programs that are appropriate). An elected board of supervisors governs each of Minnesota’s 88 SWCDs.

“Serving as a supervisor is a terrific opportunity for people who want a voice in how we manage our environment,” (NAME) said.

This year, \_\_\_\_\_ SWCD has \_\_\_\_\_ supervisor positions up for election. SWCD candidates appear on the ballot for the Nov. 8, 2022, general election. SWCD candidates outside of Minnesota’s metro area are elected countywide but must reside in one of the supervisor districts up for election. These include (describe supervisor district locations). SWCD supervisors serve four-year terms.

SWCD supervisors meet monthly to discuss business, 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 but receive compensation for attending meetings and expense reimbursements.

Additional information about \_\_\_\_\_ SWCD can be found online at \_\_\_\_\_ or by calling the office at \_\_\_\_\_. (LIST social-media sites here.)

###

#### Letter to the Editor: **HELP CONSERVE OUR COUNTY'S SOIL AND WATER**

This November, voters in \_\_\_\_\_ County will head to the polls to elect a variety of governmental positions, including for supervisors of the \_\_\_\_\_ Soil and Water Conservation District (SWCD). If you live in one of the supervisor 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 17 to May 31.

Positions on this year’s ballot will include supervisor districts \_\_\_\_ and \_\_\_\_\_. Supervisor district \_\_\_\_ includes the townships of \_\_\_\_\_ and supervisor district \_\_\_\_ includes the townships of \_\_\_\_\_.

SWCDs are local units of government, and supervisors are elected to four-year terms that are staggered to have two or three supervisors up for election every two years. We hold monthly business meetings and attend various conferences throughout the year. While we are not paid a salary, supervisors receive compensation for attending meetings and are reimbursed for expenses.

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 enhancing soil health. Our SWCD employees work with landowners and other government units in rural and urban settings to provide financial and technical assistance for conservation efforts.

*[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 that makes you proud.]*

Learn more about SWCD elections and the SWCD’s work by visiting our website at \_\_\_\_\_ or calling our office, at \_\_\_\_\_. (LIST social-media sites here.)

###

## **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 8, 2022. Candidates are elected county wide\*, but must reside in one of the supervisor districts up for election. The supervisor districts and candidates running for election this year include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SWCDs are special-purpose units of government that manage and direct conservation programs at the local level. Important programs and priorities of \_\_\_\_\_ SWCD include \_\_\_\_\_ (add one or two programs that are appropriate). An elected board of supervisors governs each of Minnesota's 88 SWCDs.

An elected board of supervisors governs each of Minnesota's 88 SWCDs. SWCD supervisors meet monthly to discuss business, 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 but receive compensation for attending meetings and expense reimbursements.

To learn more about the SWCD, please visit our web site at \_\_\_\_\_. Remember to vote for SWCD Supervisor at the November 8 Election.

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

###

**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 supervisor districts \_\_\_\_ and \_\_\_\_\_. Supervisor district \_\_ includes the townships of \_\_\_\_\_ and supervisor 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 enhancing soil health. 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 \_\_\_\_\_

Website \_\_\_\_\_ Email \_\_\_\_\_

### 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 filled 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 filled 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



### Original Statement of Economic Interest for Elected Public Officials

#### Filing instructions

- 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 filed by mail to the address above, by email to [efb@state.mn.us](mailto:efb@state.mn.us), or by fax to 651-636-1190 or 800-357-4114.
- Fax filers: Keep the original and a fax confirmation notice 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 651-636-1194 or 800-357-3889 or by email at [efb@state.mn.us](mailto:efb@state.mn.us).

Individual Information		Employment Information	
Name	Occupation (Includes categories such as student, retired, and homemaker)	Name of employer (You may need to include your employer as a source of compensation on page 2. Also, indicate here if self-employed or unemployed)	
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.)	Name of employer (You may need to include your employer as a source of compensation on page 2. Also, indicate here if self-employed or unemployed)	Business address (This address will be posted on the Board's website)	
City, state, zip	Business address (This address will be posted on the Board's website)	Business city, state, zip	
Telephone (Daytime)	Business city, state, zip		
Email address			

Position Information	
Name of agency	Position and district #

**Certification**

I, \_\_\_\_\_ (Print or type name) certify that the information contained on this form, including information on the schedules, is complete, true, and correct.

**Signature** \_\_\_\_\_ Date \_\_\_\_\_

**Notice:** Any person who signs and certifies to be true a statement which the person knows contains false information or omits required information is subject to a criminal 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 large format for individuals with disabilities by calling 651-636-1190 or 800-657-3889 or through the Minnesota Relay Service at 800-627-3529.

Form last updated 7/2021

**Securities**

List all businesses whose securities valued at more than \$10,000 you individually purchased at any time during the reporting period. Use the definition of business from the Sources of compensation section on the previous page.

"Securities" are stocks, shares, bonds, warrants, options, pledges, annuities, debentures, leases, and contractual paper. "Securities" does not include shares in mutual funds, shares of exchange-traded funds, or defined benefit pension plans. For stocks, list the name of the business, do not list the exchange symbol, total shares, or value.

For retirement accounts like 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 investments 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

**Real property**

Do not report your homestead. Report interests in all other real property located in Minnesota that you held individually or jointly during the reporting period. 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 hold 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 jointly with 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 (City if held as seller)	Acreage (if applicable)

**Pari-mutuel horse racing interests**

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.

Office direct interest	Office indirect interest	Family interest	Partial interest	Full interest	Description of interest (Horse, stable, etc.)

**Reporting period**

The reporting period is the calendar month before the month in which you took office. For example, if your first day in office is January 7, the reporting period is December 1 - December 31.

**Sources of compensation**

List all businesses from which you received more than \$250 in compensation in any calendar month during the reporting period. You should include any employer listed on the first page if it is a business as described below.

"Business" means an association, corporation, partnership, limited liability company, limited liability partnership, or other organized legal entity. An individual acting alone in the individual's own capacity, such as in the form of a sole proprietorship, is not a business for purposes of this statement, nor is a government agency.

"Compensation" means any payment for labor or personal services as a director, officer, owner, member, partner, employer, or employee of a business. Compensation does not include payments that do not result from the performance of services, such as rental income, social security payments, unemployment compensation, workers' compensation, pension benefits, or insurance benefits.

Name of source	Check each applicable title						
	Director	Officer	Owner	Member	Partner	Employer	Employee

**Business ownership**

If you own 25% or more of a business and received more than \$250 in any month during the reporting period as an employee of that business, list the business or professional activity category from page 4 that best describes the main function of the business.

Business or professional activity category (see page 4)

**Independent contracting**

If you received more than \$2,500 for work as an independent contractor in the past 12 months, list the business or professional activity category from page 4 that best describes the nature of that work.

Business or professional activity category (see page 4)

**Business and professional activity categories**

Use these categories for the business ownership and independent contracting categories on page 2.

If you need more information to decide which category to use, please see the chart on the Internal Revenue Service website at <https://www.irs.gov/instructions/i1040ec#dln1140495537063200>.

Accommodation  
 Administrative and Support Services  
 Agriculture, Forestry, Hunting, & Fishing  
 Agriculture & Forestry Support Activities  
 Amusement, Gambling, & Recreation Industries  
 Broadcasting (except internet) & Telecommunications (including internet service providers)  
 Construction of Buildings  
 Construction - Heavy and Civil Engineering  
 Construction - Specialty Trade Contractors  
 Credit Intermediation & Related Activities  
 Data Processing Services (including internet publishing)  
 Educational Services  
 Food Services & Drinking Places  
 Health Care - Ambulatory Health Care Services  
 Health Care - Hospitals  
 Health Care - Nursing & Residential Care Facilities  
 Information (publishing industries except internet)  
 Insurance Agents, Brokers, & Related Activities  
 Manufacturing - Chemical  
 Manufacturing - Food  
 Manufacturing - Leather & Allied Product  
 Manufacturing - Nonmetallic Mineral Product  
 Manufacturing - Other  
 Mining  
 Motion Picture & Sound Recording  
 Museums, Historical Sites, & Similar Institutions  
 Performing Arts, Spectator Sports, & Related Industries  
 Personal & Laundry Services  
 Professional, Scientific, & Technical Services (Architectural, Engineering, & Related Services)  
 Professional, Scientific, & Technical Services (Computer Systems Design & Related Services)  
 Professional, Scientific, & Technical Services (Legal, Accounting, Payroll, & Tax Preparation Services)  
 Professional, Scientific, & Technical Services (Specialized Design Services)  
 Professional, Scientific, & Technical Services (Other)  
 Real Estate  
 Religious, Grantmaking, Civic, Professional, & Similar Organizations  
 Rental & Leasing Services  
 Repair & Maintenance Services  
 Retail - Building Material & Garden Equipment & Supplies Dealers  
 Retail - Clothing & Accessories Stores  
 Retail - Electronic & Appliance Stores  
 Retail - Food & Beverage Stores  
 Retail - Furniture & Home Furnishing Stores  
 Retail - Gasoline Stations  
 Retail - General Merchandise Stores  
 Retail - Health & Personal Care Stores  
 Retail - Motor Vehicle & Parts Dealers  
 Retail - Sporting Goods, Hobby, Book, & Music Stores  
 Retail - Miscellaneous Store Retailers  
 Retail - Nonstore Retailers  
 Securities, Commodity Contracts, & Other Financial Investments & Related Activities  
 Social Assistance  
 Transportation (couriers and messengers)  
 Unclassified Establishments (unable to classify)  
 Utilities  
 Warehousing & Storage Facilities  
 Waste Management & Remediation Services  
 Wholesale Trade - Merchant Wholesalers (Durable Goods)  
 Wholesale Trade - Merchant Wholesalers (Nondurable Goods)  
 Wholesale Electronic Markets and Agents & Brokers



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