

APPENDIX E

Section I: Example Notice of Annual Meeting

**NOTICE OF ANNUAL MEETING AND
ELECTION OF DIRECTORS
_____ CONSERVATION DISTRICT**

To all residents of the _____ Conservation District, notice is hereby given that on the _____ day of _____, (Year), between the hours of _____ and _____, at the (Location), in the city (township) of _____ an annual meeting and director's election will be held. On the _____ day of _____, (Year), being forty-five (45) days prior to the date of the annual meeting, absentee ballots are available for voting in this election by writing to or calling the Conservation District Office located at (location), phone (number) during the regular business hours of the District which are between the hours of _____ and _____.

Notice is also hereby given to all residents who are desiring to run for Conservation District Director in this election: petitions signed by at least five (5) residents of the Conservation District must be filed at the Conservation District Office before close of business on (date), being sixty (60) days prior to the annual meeting.

Residents are individuals of legal age who can demonstrate residency in the Conservation District via one (1) piece of identification.

Chairperson or Secretary of the Board of Directors

_____ Conservation District

Section II: Example Nomination Petition

**NOMINATING PETITION
(CONSERVATION DISTRICT NON-PARTISAN)**

We, the undersigned, residents of the _____, in the County
(Conservation District)

of _____, and State of Michigan nominate _____,
(Name of Candidate)

_____, _____ candidate for the office
(Street Address or Rural Route) (Post Office)

of District Director to be voted for at the Conservation District Election to be held on the
_____ day of _____, _____.
(Month) (Year)

Date petition is due to the Conservation District Office _____ and the length of
(Date)
term in office _____.
(Years)

WARNING: A person who knowingly signs more petitions for the same office than there are persons to be elected to the office or signs a name other than his or her own is violating the provisions of the Michigan election law.

SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	POST OFFICE	DATE OF SIGNING		
				MONT H	DAY	YEA R
1.						
2.						
3.						
4.						
5.						

Section III: Example: Voter Registration and Qualification Card

(To be used for both absentee ballot voting, and voting that takes place during the annual meeting.)

In accordance with the laws of the State of Michigan, persons who are of legal age and are a resident of this District, who can demonstrate residency by one (1) piece of identification, are eligible to vote in this election.

I, _____, do hereby certify that I am a resident of this District and have not previously voted in this election.

Address _____

Signature of Voter

Date

Section IV: Example Ballots

Conservation District Director Election for Four-Year Terms.

Vote for no more than _____Directors.

- John Doe
- Jane Gray
- Mary Hill
- Max Smelt

Conservation District Director Election for Partial Terms

Use for three, two, or one year terms.

Conservation District Director election for _____year term.

Vote for no more than _____Directors.

- Joe White
- Ron Anderson
- Nancy Smith
- Jean Falls

Section V: Certificate of Circulator/Oath of Office/Certificate of Directors Election Results

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is qualified to circulate this petition and that each signature on the petition was signed in his or her presence; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing was at the time of signing a resident of the Conservation District listed in the heading of the petition, and the elector was qualified to sign the petition.

WARNING: A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

<i>CIRCULATOR – DO NOT SIGN OR DATE</i>	
<u>CERTIFICATE UNTIL AFTER CIRCULATING PETITION</u>	
Signature of Circulator	Date
Printed Name of Circulator	
Conservation District (where resident)	
Complete Address of Circulator (Street and Number or Rural Route)	Post Office

MICHIGAN DEPARTMENT OF AGRICULTURE
ENVIRONMENTAL STEWARDSHIP DIVISION
OATH OF OFFICE

(In accordance with Part 93 of Public Act 451 of 1994, as amended)

(PLEASE PRINT)

CONSERVATION DISTRICT NAME

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Michigan and that I will faithfully discharge the duties of the Office of a Conservation District Director, upon which I am now about to enter for a term of _____ year(s), expiring on ____/____/_____.

CHECK ONE OF THE FOLLOWING:

- I am an appointed director, replacing _____.
- I am an elected new director, replacing _____.
- I am a re-elected director.

DIRECTOR'S TITLE	DIRECTOR'S SIGNATURE
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DIRECTOR'S HOME ADDRESS

STREET OR ROUTE	CITY	STATE	ZIP CODE
(AREA CODE) PHONE NUMBER ()	E-MAIL ADDRESS (IF AVAILABLE)		

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC. IN AND FOR THE COUNTY OF _____.

_____ the _____ day of _____, 20 ____.

Name _____ Title _____

My commission expires _____.

MICHIGAN DEPARTMENT OF AGRICULTURE
 ENVIRONMENTAL STEWARDSHIP DIVISION
CERTIFICATE OF DIRECTORS ELECTION RESULTS
 (In accordance with Part 93 of Public Act 451 of 1994, as amended)

(PLEASE PRINT)

CONSERVATION DISTRICT NAME

ELECTION INFORMATION

DATE	PLACE	NUMBER OF DIRECTORS TO BE ELECTED

We hereby certify that the following individuals were nominated for director or directors of the _____ Conservation District and that each nominee received the indicated number of votes.

	NAME	ADDRESS	VOTES REC'D
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

We further certify that there were _____ ballots cast in the election.
 (No.)

There was/were _____ void ballot(s).
 (No.)

We further certify that the following people were elected for the number of years indicated:

NAME	LENGTH OF TERM	EXPIRES ON
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL IN ATTENDANCE: _____

POLLING OFFICIALS SIGNATURES:

Section V: Annual Meeting Check List

I. Planning the Program

1. At least 3 months ahead:
 - a. Set the date for the meeting.
 - b. Select program and contact the speaker - determine speaker fee.
 - c. Select and reserve the meeting location.
 - d. Decide on a menu - determine cost for the meal.
 - e. Select District award winners (i.e., Conservationist of the Year, Tree Farmer of the Year, Media Award, etc.).
 - f. Order necessary awards.
 - g. Begin writing articles for the annual report.
 - h. Determine due date for petitions.
 - i. Develop petition forms and distribute.
2. At least 60 days ahead:
 - a. A candidate for Conservation District director must file at the District office, a petition signed by 5 residents of the District.
 - b. Solicit door prizes.
3. At least 45 days ahead:
 - a. Notice of the annual meeting must be published in the official newspaper of record for the area in which the District is located. Include the date, time, and location of the annual meeting, an agenda of items to be considered at the meeting, and a list of all candidates for directors.
 - b. Prepare absentee voter ballots and registrations.
 - c. Prepare self-addressed return envelopes for absentee voters.
4. At least 1 month ahead:
 - a. Prepare voter ballots.
 - b. Take annual report to the printer.
 - c. Send out invitations (make sure to include cooperators, county board of commissioners, township and city officials, legislators, and others).
5. At least 2 weeks ahead:
 - a. Mail out annual report.
 - b. Make final arrangements with speaker (audiovisuals, room setup, etc.).
 - c. Write special newspaper article.
 - d. Invite local news media.

II. Following the Annual Meeting

Election results:

- a. Forward completed Certificates of Election Results and Oath of Office forms to MDA within 15 days.
 - b. Send a list of the names and titles of the board officers to MDA within 30 days of the Reorganization Meeting.
2. Evaluate the annual meeting:
 - a. Did the meeting start and end on time?
 - b. Did all the directors participate in the meeting?
 - c. Were individual reports brief and to the point?
 - d. Was a legal election held?