

**POLICY OF THE STATE SOIL AND WATER CONSERVATION BOARD
FOR
APPROVING THE APPOINTMENT OF DIRECTORS
FOR UNEXPIRED TERMS**

Section 201.076 of the Agriculture Code of Texas states:

“(a) If a vacancy occurs in the office of director, the remaining directors by majority vote shall appoint a director for the unexpired term. The appointee must be approved by the State Board before taking office.”

In order to qualify as a Director,

- a person must be at least 18 years of age,
- own land within the subdivision which the person is to represent, and
- reside in a county all or any part of which is in the Soil and Water Conservation District and be actively engaged in the business of farming or animal husbandry.

These qualifications are contained in Section 201.003 (a) and Section 201.072 of the Agriculture Code.

It shall be the policy of the State Board to encourage directors to appoint the best-qualified persons available to fill unexpired terms. Representatives of the State Board shall be available at all times to discuss appointments with Boards of Directors.

Boards of Directors are requested to notify the State Board when vacancies occur prior to making appointments. Approval Request Form TSSWCB #49 and Appointee Personal Data Sheet TSSWCB #50 will be furnished to the district after receiving notice of a vacancy. These forms are also available on the State Board website (www.tsswcb.state.tx.us). Once the district selects the best-qualified individual available to appoint to fill an un-expired term, the district should fill out Approval Request Form completely and have it signed by a majority of the District Board. The individual being appointed should fill out the Personal Data Sheet completely and it must be signed by a majority of the District Board. The original of both forms must be sent to the State Board for its use in acting on the appointment. If the vacancy occurred due to a resignation, the district must also send a resignation letter in with the completed forms.

The Appointee will be notified when the State Board approves an appointment with a copy of such notice being mailed to the local district. The State Board shall also supply the Appointee with a Statement of Elected/Appointed Officer and an Oath of Office.

The original Statement of Elected/Appointed Officer should be mailed to the State Board along with the original Oath of Office when signed and notarized.

- *The Statement of Elected/Appointed Officer must be signed prior to taking the Oath of Office.*
- *The term of office of the Appointee shall not begin until the appointee has properly qualified by signing the Statement of Elected/Appointed Officer and a notarized Oath of Office.*
- *The district should retain copies of all forms and paperwork in their files.*
- **Statement receipt by the State Board may be confirmed by calling (254) 773-2250 during normal office hours.**