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**TEXAS STATE SOIL AND WATER CONSERVATION BOARD**  
*Protecting and Enhancing Natural Resources for Tomorrow*

To: Chairmen of Texas Soil & Water Conservation Districts

From: Rex Isom, Executive Director

Subj: District Director Election – Subdivision Five

Date: May 1, 2025

Dear Chairman:

This year district director elections will be held in **Subdivision five**. In past years, all forms for conducting the district director elections were mailed to the district. This year you are receiving this letter along with a checklist for district director elections. The remainder of the forms are located on the State Board website, SWCD Resources page, under the heading “District Director Election Forms”. They are:

- ◇ Process to cancel election and declare unopposed candidate elected
- ◇ Process if more than one candidate files and election is held
- ◇ Pre-election forms: Notice to Eligible Voters, Due Notice of Election Declaration Notice for Candidacy, Example Election Notice for Newspaper Publication
- ◇ Forms if actual election is held: Poll List-Early Voters, Poll List-Election, Poll List-Second (Runoff), Election Certification Form, General Instructions for Election Judge, Office Ballot-Sample
- ◇ Forms if candidate unopposed – no election held: Certification of Unopposed Candidates, Order of Cancellation
- ◇ Forms to be filled out by new director (whether the election was held or not): Statement of Elected Officer, Oath of Office, Personal Data Sheet
- ◇ Statute governing election for your reference

Please note that you must have a legal description of your district for the Due Notice of Election and legal description of the subdivisions for the Notice to Eligible Voters.

If you have any questions pertaining to conducting the election, please feel free to call on your State Board Field Representative.

**A total of four forms must be returned to the Temple Office immediately after the election date:**

- 1) The Order of Cancellation (if no election held) or Election Certification Form (if election held)
- 2) Personal Data Sheet
- 3) Statement of Appointed/Elected Officer
- 4) Oath of Office.

These may be originals, faxes or PDF's.

**NOTE: Directors must wait until the posted election date to sign their oath.  
Use complete mailing address of the director on all forms.**

## **Checklist for District Director Elections**

**Prior to July 15<sup>th</sup> district directors shall hold a meeting in order to:**

- ☐ 1. Designate a date, time and place for elections that is after September 30 and before October 16
- ☐ 2. Approve a “Notice to Eligible Voters” (on website)
- ☐ 3. Designate a director as the authority responsible for preparing the election ballots
- ☐ 4. Designate a director as the authority responsible for and set time and location for accepting declaration notices
- ☐ 5. Designate a director as chief election clerk and name assistant agents as deemed necessary
- ☐ 6. Designate a director as the presiding election judge
- ☐ 7. Post “Notice to Eligible Voters” in a prominent public place.

**August 1<sup>st</sup> through 31<sup>st</sup>**

- ☐ District must provide qualified individuals the opportunity to file for candidacy during established business hours in the month of August “Declaration Notice for Candidacy” (on website)

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If only one candidate has filed at this point, refer to “Process to Cancel Election & Declare Unopposed Candidate Elected” (on website). If more than one candidate has filed complete the items below and refer to “Process if more than one candidate files and election is held” (on website).

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**30 days prior to election date**

- ☐ Notice must be published in a newspaper “Example Notice for Newspaper Publication” (on website) at least twice: 1<sup>st</sup> notice not more than 30 days prior to election and 2<sup>nd</sup> notice not later than 10 days prior to election. Cost will be incurred by district.

**21 days prior to election date**

- ☐ “Due Notice of Election” (on website) should be posted in at least three conspicuous places in your district.

**2 days prior to the beginning of early voting (see next block)**

- ☐ Last day for candidate to withdraw and not be on the ballot.
- ☐ Appointed district director should prepare the election ballots “Official Ballot” (on website)

**17 days prior to election date through 4 days prior to election date including one Saturday**

- ☐ Early voting by personal appearance “Poll List for Early Voting” (on website)