



**OREGON
DEPARTMENT OF
AGRICULTURE**

**Oregon Soil and Water
Conservation District
Guidebook**

A Guide to Operations and Management

**Chapter 3
Conservation District Directors**

Updated 12/2022

INTRODUCTION

The Oregon Department of Agriculture (ODA), Natural Resource Program Area (NRPA) has various responsibilities in the management of natural resource programs within the state of Oregon. Among these are the responsibilities to provide administrative oversight of the soil and water conservation districts as outlined in Oregon Revised Statutes (ORS) 561.400. The Soil and Water Conservation District (SWCD) Program, in the NRPA at ODA, is tasked with providing this oversight and other assistance to the conservation districts (See Chapter 9 for more on this relationship).

The Oregon Soil and Water Conservation District Guidebook – A Guide to Operations and Management (Guidebook), provides information and directions to assist conservation district directors, associate directors, directors emeritus, and employees to carry out the conservation district's statutory responsibilities. Every conservation district director and employee should have a working knowledge of the Guidebook's contents. A suggested strategy for conservation districts is to review portions of the Guidebook at each monthly board meeting. This will establish a routine under which conservation districts can review and discuss information relating to conservation district operations and management.

The Guidebook is divided into chapters, each of which focuses on a different aspect of conservation district operations. Resources, documents, and examples will also be made available for each chapter. Where "ODA" and "the Department" is used hereinafter means the Oregon Department of Agriculture.

Except where noted as a legal requirement, no part of this Guidebook should be taken as required by ODA. Contents of this Guidebook are only recommendations for the best management of your district.

Each chapter of the Guidebook will be available as a separate download on the ODA website and will be updated on a continual basis. Please check the ODA/SWCD website on a regular basis for the most recent update of each chapter.

<https://www.oregon.gov/oda/programs/NaturalResources/SWCD/Pages/Guidebook.aspx>

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Conservation District Directors

Directors

“Director” is the title given to a person who is elected or appointed to serve on a conservation district board. In some states, directors are called supervisors or district officials. In Oregon, conservation district directors are elected in the November General Election held in even-numbered years. Directors serve four-year terms. Director terms are staggered so that all positions are not typically elected simultaneously. Staggered terms help provide continuity on the board and maintain operational consistency. A conservation district board may appoint a person to fill a vacant director position between elections.

Roles and Responsibilities of Directors and Boards

ORS 568.550 outlines the general statutory powers granted to conservation district boards (see Chapter 2). Individual directors do not have individual powers and authorities under statute, unless granted by the conservation district board. Individual directors may be given authority or power to act on behalf of the board for specific limited tasks. This authority or power is granted through board action (resolution, motion, policy) and must be recorded in the conservation district board meeting minutes. Conservation district boards may choose to limit or grant authorities to individual directors relating to different actions, such as:

- Fiscal oversight and obligation of conservation district funds.
- Manager and/or staff supervision.
- Annual and long-range planning.
- Obligating or committing conservation district staff time or other conservation district resources through the budgeting process.
- Developing, reviewing, and updating district policies.
- Signing documents.
- Serving as a conservation district spokesperson for public presentations and media.

Effective boards work cooperatively as a unit to plan and oversee the implementation of their conservation district’s programs. As a representative of the conservation district board, opinions expressed publicly by individual directors should be consistent with established board policy, regardless of the individual's personal agenda or opinions.

Director Position Descriptions and Policy

Although conservation district directors do not have individual powers and authorities under statute, unless granted by the conservation district board, it is in the best interest of the conservation district to identify the duties and responsibilities expected of individual directors. This can be accomplished by establishing conservation district director position descriptions or conservation district policy. Some customary duties and responsibilities of individual directors include:

- Attend and actively participate in all board meetings.
- Come to meetings prepared.
- Carry out committee responsibilities.
- Stay abreast of local conservation issues.
- Attend area and state meetings of the various state associations and other conservation partners.
- Participate in training opportunities.
- Promote the conservation district's work to local landowners.
- Promote the conservation district's work to its constituency.
- Promote the conservation district's work to agencies and organizations.
- Promote the conservation district's work to legislators and other decision makers regarding the conservation district's funding.

Conservation District Board Responsibilities

To effectively exercise the powers and authorities as stated in ORS 568, conservation district boards should:

- Identify local conservation needs, programs, and services.
- Keep its conservation district's mission ("reason for being") in focus.
- Work effectively with conservation district staff, cooperating agencies, and partners.
- Implement conservation district programs effectively.
- Be knowledgeable about laws that govern board operations, such as budget, audit, public meetings, and contracting.

- Develop and implement a long-range plan and an annual work plan.
- Report to the public on conservation district programs and accomplishments.
- Inform legislators and local government officials of conservation district accomplishments.
- Recruit, train, and utilize volunteers and associate directors.
- Participate with the Oregon Department of Agriculture (ODA) in a periodic review of conservation district operations.
- Recruit new conservation district directors and associate directors.
- Seek new partners in conservation efforts.

Director Positions and Eligibility

ORS 568.560(2) and (3) describes the eligibility requirements for a person to become a conservation district director. ORS 568.560(1) requires that conservation district boards shall have either five or seven directors, who are elected at the November General Election in even-numbered years. Each conservation district is certified by ODA as having a five-director board or a seven-director board. A board must follow the processes described in ORS 568.565 to change its number of positions. See the section below on Changing the Number of Directors for more information.

District Zoning

To ensure proper representation in a conservation district, each conservation district is divided into legally defined zones. A five- member board must have three zone director positions and two at-large director positions. By statute, a seven-member board must have five zone director positions and two at-large director positions. The term of office of each position is four years.

Legal Requirement

In 2023 the Oregon Legislature significantly changed ORS 568.560 relating to director eligibility requirements. All zone directors must now reside in the zone they represent regardless of other requirements. In counties with a population greater than 250,000 the 10-acre land ownership or management requirement has been eliminated. Currently the counties with a population over 250,000 are Multnomah, Clackamas, Washington, Marion, and Lane Counties.

Zone Director Eligibility

All zone directors must be registered voters and reside within the zones they represent in the district.

In addition to residing in the zones they represent, zone directors for a district within a county of a population less than 250,000 must also meet one of the following requirements:

Option #1:

An individual may qualify for a zone position if the land ownership or land management requirements are met. For Option #1, a zone director must

- Own or manage 10 or more acres of land in the zones they represent in the district.
- Be involved in the active management of the property.

Option #2:

An individual may qualify for a zone position in lieu of the land ownership or management requirements in Option #1 by “indicating an interest in conservation”. For Option #2, a zone director must:

- Serve at least one year as a director or associate director of a conservation district.
- Have a conservation plan approved by the conservation district.

At-Large Director Eligibility

There are no land ownership or management requirements for at-large positions in any county. At-Large Directors must:

- Reside within the boundaries of the conservation district.
- Be a registered voter.

Vacating Director Positions

When a director position becomes vacant before the term expires upon ODA receiving notice of or declaring a position vacant. As per ORS 568.560(7), a position becomes vacant under the following circumstances:

- A conservation district director is not attending publicly advertised meetings of the district board and has missed at least three consecutive meetings; a majority of the board provides a written recommendation that the position be declared vacant by ODA. The position becomes vacant when ODA issues a declaration. See the section below that describes the steps to vacate a position that is no longer active.
- No individual qualifies for election to have their name placed on the ballot, or to have the write-in votes cast in their name counted. The position becomes vacant on January 1 following the General Election.
- ODA determines a candidate that received the most votes does not qualify to hold the position. The position becomes vacant on January 1 following the General Election unless another individual that is qualified has been appointed to the position.
- A director serving in a position no longer qualifies to hold the position. The position becomes vacant upon ODA declaring that the individual no longer qualifies for the position.
- A director resigns from a position. The position becomes vacant upon ODA receiving notice of the resignation.
- A director, elected or appointed, refuses to take the oath of office as a director. ODA may declare the position vacant if the oath of office signed by the director is not provided.

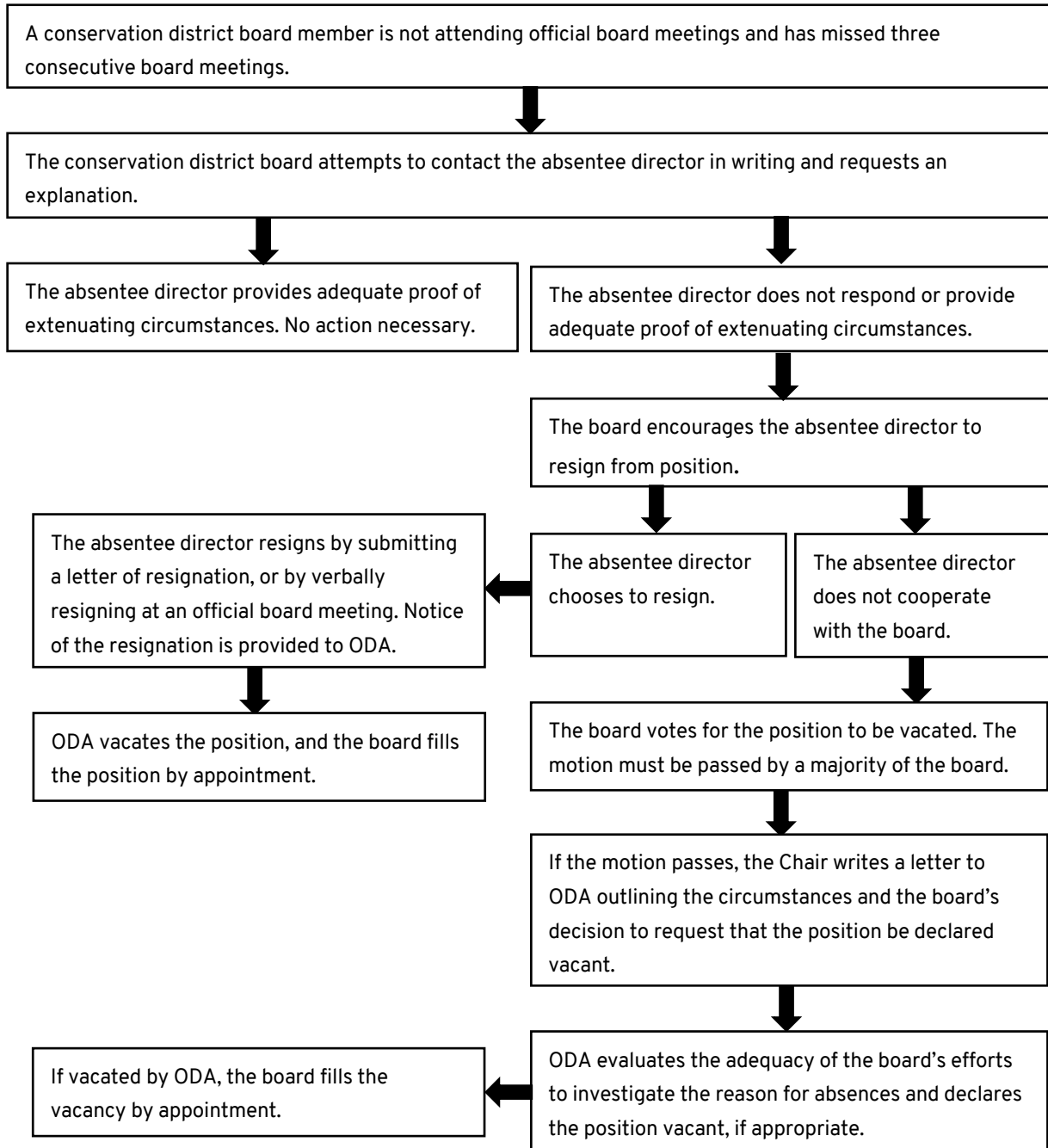
Vacating an Inactive Board Position

ORS 568.560(7)(a) states, “The department, upon the written recommendation of a majority of the members of the local governing body of a district, may declare vacant the position of a director who is absent from three consecutive meetings of the local governing body of the district. A position becomes vacant under this subsection upon the issuance of the declaration by the department.”

If a conservation district director is not attending publicly advertised meetings

of the conservation district board and has missed at least three consecutive meetings, the board may request the position be declared vacant by ODA. Conservation district boards should use the following process to vacate an inactive board position.

Vacating an Inactive Board Position



Filling a Vacant Position by Appointment

According to ORS 568.560(8), a board may fill a vacancy that occurs between General Elections by a majority vote of remaining board members. If the remaining board directors cannot agree on an appointee, ODA may make an appointment to fill the vacant position.

An appointed director must meet the director eligibility requirements as described above. For example, a conservation district board cannot fill a vacated zone director position with an associate director unless the associate director meets either Option #1 or Option #2 of the zone eligibility requirements.

An appointed director will serve until the next General Election, regardless of term. The appointment will end on January 1 following the next General Election. For example, if an individual is appointed to a position with a term that expires after the next General Election, that position must be listed on the next General Election ballot to fill the remainder of the term. The individual appointed may apply to have their name placed on the ballot to be elected to the position to serve until the term expires.

Changing the Number of Directors

Demographic changes within a conservation district's boundaries may make it necessary to reduce or increase the number of director positions. To change the number of director positions the conservation district must follow the procedures as outlined in ORS 568.565.

Upon the written recommendation and majority vote of the conservation district's board, the number of directors of the governing body may be either 1) increased from five to seven, or 2) reduced from seven to five. The zones and terms shall be determined by ODA as provided in ORS 568.560(5), ORS 568.565, and OAR 603-071-0025.

Director Elections

Conservation district director elections occur during the General Election in November on even numbered years. ORS 568 and ORS 255 outline the basic process for director elections. Where ORS 568 is incomplete, election law under ORS 255 is followed. There are also several other election laws that apply to director elections such as ORS 260 for Campaign Finance Regulation and Election Offenses, and ORS 251 for the Voters' Pamphlet.

ODA is the filing officer for conservation district elections. Conservation districts and candidates must follow specific guidelines to have candidate names placed on the ballot. ODA notifies each conservation district which positions are up for re-election, procedures for candidates and conservation districts, applicable laws and rules, and timelines. Conservation districts and candidates are responsible to submit the required forms and information to ODA and county clerks before the deadlines. Candidates are responsible for publishing their information in the local Voters' Pamphlet.

Best Management Practice

The November General Election is a prime opportunity to market the conservation district's programs and services.

Directors need to be aware that there are campaign restrictions on conservation district staff. These restrictions are outlined in Chapter 6.

Director Election Procedures

Election laws are enacted and modified by the Oregon Legislature. The Secretary of State, Elections Division publishes several resources prior to each General Election that reflect any changes in election law. Prior to the beginning of the election process, ODA provides each conservation district a packet with candidate instructions and filing forms, positions on the ballot, and information about law changes and procedures for conservation district director elections.

Director positions that will be on the General Election ballot are:

- Positions with the term ending that election year.
- Appointed positions since the last General Election.
- Positions that are vacant.

It is the responsibility of the conservation district and candidates to make sure election deadlines are met. Most counties publish a Voters' Pamphlet. Contact the local county clerk to get the instructions and deadlines to be listed in the Voters' Pamphlet.

Best Management Practice

Conservation district boards should encourage qualified person to be candidates for director positions. It is in the best interest of the conservation district to have at least one candidate for each position listed on the ballot.

Election Issues

During each General Election, issues may arise that cause difficulties for a conservation district board. Some examples follow:

No candidate files to have their name on the ballot (write-ins)

If no candidate files to have their name placed on the ballot, the position becomes open for write-in votes on the ballot. For the write-in votes to be counted for an individual, a "Declaration of Intent and Request for Write-In Votes to be Tallied" form must be filed with the Department per ORS 568.530. In the event the minimum number of required write-in votes is met, the county will need to count all write-in votes per their regular election law procedure and ORS 254.500.

Best Management Practice

Counting write-in votes adds to the county's election costs and can result in an unfavorable public perception of the conservation district. This again illustrates the importance of having qualified candidates for all positions on the ballot.

No candidate filed to be listed on the ballot or to have write-in votes counted

If no individual files to have their name placed on the ballot and no person files to have the write-in votes counted, then the county clerk may not count any votes cast for the position. The position becomes vacant on January 1 following the General Election. The conservation district board director previously holding the position does not continue serving in the position after January 1 following the General Election.

Tie votes

If a board position in the General Election ends in a tie vote, an automatic recount results. ODA will call the county clerk and request a recount. If, after the recount is done, there is still a tie vote, the winner is identified by drawing lots (e.g., flip of a coin, drawing of a straw). The law does not state how the lot is to be drawn. The County Election Officer or ODA may draw the lot. If ODA draws the lot, the candidates who are tied are invited to be present for the drawing per ORS 254.575.

Holding more than one position

An individual cannot hold more than one position on the same conservation district board.

Holding two lucrative positions

The Oregon Constitution Article II, Section 10 does not allow a person to hold two lucrative elected positions at the same time. However, since conservation district directors are not paid, director positions are not considered lucrative.

Employee serving as director on another conservation district board

An employee of one conservation district may serve on the board of another conservation district, as long as the director eligibility requirements are met. An employee of an agency (ODA, DEQ, NRCS) may also serve on a conservation district board, as long as the director eligibility requirements are met.

Winner not qualified

If an individual gets the majority of the votes, by write-in or otherwise, for a conservation district director position at the General Election but does not meet the eligibility requirements for that director position, the individual getting the next highest number of votes does not assume the position. The position becomes vacant January 1 following the General Election.

General Election Costs for Director Elections

ORS 568.542 states, "The expenses incurred for the election of directors of a soil and water conservation district under ORS 568.210 to 568.808 and 568.900 to 568.933 shall be paid out of county funds by the county or counties within which the territory of the district lies." Some county clerks may not be aware of this provision. If a conservation district receives a bill from its county clerk for conservation director elections, the clerk should be provided a copy of ORS 568.542.

ORS 568.542 does not apply to conservation district tax measures. Conservation districts are responsible for the cost of a tax measure placed on the ballot.

Oath of Office

Article XV, Section 3 of the Oregon Constitution provides that “[E]very person elected or appointed to any office under this Constitution shall, before entering on the duties thereof, take an oath or affirmation to support the Constitution of the United States, and of this State, and also an oath of office.”

All directors (elected and appointed) need to take the oath of office at the first conservation district board meeting they attend following January 1, as required by the Oregon Constitution. An individual cannot assume the official duties of conservation district director until the oath of office is taken.

Instructions for administering the oath of office:

1. The Oath of Office is to be signed by:
 - a. The elected or appointed director
 - b. The conservation district board chair, a notary public, or other authorized official, such as a county commissioner, who is present at the swearing in of the director.
2. The Oath of Office is retained for your records.
3. An electronic copy of the Oath of Office is to be emailed to the current ODA SWCD Program Grants Administrative Officer.

The Oath of Office can be found at the end of this chapter. A download link can also be found in the resource section at the end of this chapter.

Recommended Policy

For consistency, each conservation district should designate and authorize a person(s) to be the authorized signatory for the Oath of Office. There is no requirement that the signatory be a notary public. The conservation district board chair, or other official can be designated to sign the Oath of Office.

Recall Election Costs

Conservation district directors are subject to recall by the local citizenry (ORS 198.425). The statutes that govern the process of conducting a recall are described in ORS 249.865 through 249.877. If a conservation district director is subjected to a recall election, the cost of the election must be paid by the conservation district. The cost of the recall election is not the

responsibility of those initiating the recall petition drive, nor the county, nor the Oregon Department of Agriculture.

Associated Directors and Director Emeritus

Conservation districts can expand conservation district capabilities by appointing associate directors and director emeritus. Associate directors and director emeritus do not vote on board decisions. However, they can augment the board's knowledge and experience level and assist with conservation district programs and activities.

Associate Directors

An associate director serves at the discretion of the board of directors. District boards should have a policy outlining the method of selection and terms of office of the associate directors. The conservation district should record in its minutes when a person is appointed to be an associate director. An associate director does not vote when the board makes an official decision. To become a director an associate director may be appointed to a vacant position or elected to a position. The associate director must meet the statutory requirements for director eligibility as outlined earlier in this chapter. Documentation of the associate director appointment is required if an associate director wishes to qualify as a zone director.

Best Management Practice

Conservation district boards are encouraged to do a self-assessment of the strengths and weaknesses of their boards. If there appears to be an area of expertise that is needed but is missing among the board of directors, the conservation district board could recruit an associate with that expertise.

Director Emeritus

Director emeritus is an appointed position with a conservation district. The position is reserved for a person who previously served as a conservation district director in the United States or its territories where conservation districts exist. A director emeritus does not vote when the board makes an official decision.

A director emeritus serves at the discretion of the board of directors. District boards should have a policy outlining the method of selection and terms of office of the associate directors.

Administrative Structure

ORS 568.560(4) requires all conservation district boards to designate, at a minimum, a chair and secretary from among the directors. A conservation district may also appoint other officers and committees as needed. It is the responsibility of each conservation district board to identify its needs and adopt policies, duties, and procedures for each of its officials.

Best Management Practice

Conservation districts should select and adopt board meeting operating procedures and provide this information to all board members and others attending conservation district board meetings. Some conservation districts post their board meeting rules on the wall or provide a written copy of these rules to people attending the meetings to help them understand the procedures under which the board conducts meetings.

Best Management Practice

It is recommended that job descriptions be written and approved by the board for each officer and general board position.

The following is a list of customary officer positions and responsibilities:

Chair

The chair is selected by the conservation district board to carry out certain leadership functions and responsibilities. The chair is typically given responsibility to:

- Set meeting agendas.
- Preside at meetings.
- Appoint committees.
- Assign responsibilities.
- Request reports.
- Orient new directors.
- Any other functions and responsibilities as determined by the board.

One of the main roles of a chair is to preside at conservation district board meetings. The chair usually conducts the meeting according to some common parliamentary procedures or according to other established conservation district policy. Generally, the chair entertains

motions from other members of the governing body, calls on people to speak, appoints committees if necessary, limits discussion, and facilitates the process to conduct business.

Serving as the chair does not preclude a director from voting. In fact, one of the most important functions of an elected official is to participate in the official decision-making process. All directors, including the chair, should vote on all motions and decisions unless there are any compelling circumstances, such as an actual conflict of interest. No statute prohibits any director or the chair from making or seconding a motion.

Vice Chair

Many conservation districts choose to elect a vice chair as one of its officers. If a conservation district decides to have a vice chair, the district should identify the roles and responsibilities for the position. Some of the responsibilities may include:

- Act in place of the chair when needed.
- Advise the chair on program and policy.
- Arrange special programs for regular meetings.
- Serve as chair of standing committees.
- Other responsibilities defined by the conservation district board.

Secretary

As mentioned earlier in this section, ORS 568.560(4) states that every conservation district must select a director to serve as the board secretary. However, the conservation district director selected as secretary is not required to perform all secretarial or clerical functions within the conservation district. A conservation district board may delegate secretarial duties to an employee, associate director, contractor, or volunteer if desired. It is common for conservation district staff to record conservation district board minutes and prepare information, agendas, correspondence, reports, and public meeting notices.

Best Management Practice

It is recommended conservation district boards adopt policy that clarifies the responsibilities of the secretary. For example, the conservation district may choose to require a signature of the secretary on conservation district board meeting minutes, resolutions, budget documents, and other selected documents. There may also be specific responsibilities for the secretary to record meeting minutes during an executive session when other staff or associate directors may not be available.

Treasurer

Many conservation districts choose to elect a treasurer as one of its officers. Typical functions of a treasurer include:

- Oversee the conservation district's finances.
- Serve as chair of the finance committee.
- Obtain/provide fidelity or surety bonds for persons handling funds (to protect from theft and misuse of conservation district funds).
- Lead budget development.
- Receive, deposit, disburse funds.
- Keep complete financial records.
- Present financial statements at conservation district board meetings.
- Other responsibilities defined by the conservation district board.

Other Officers and Roles

Conservation district boards may designate additional officers or identify other roles for directors based on local need. Examples might be, a meeting facilitator, time keeper, volunteer coordinator, public relations, media contact, or spokesperson.

Registered Agent and Registered Office

Special Districts are required to designate a registered agent and a registered office per ORS 297.465, Municipal Audit Law and OAR 162-010-0020(10). ORS 297.465(4) references ORS 198.340, Dissolution of inactive conservation districts requires conservation districts to designate a registered agent and a registered office:

ORS 198.340 Designation of Registered Office and Agent:

- 1) A special district shall designate a registered office and a registered agent. The registered agent shall be an agent of the district upon whom any process, notice or demand required or permitted by law to be served upon the district may be served. A registered agent shall be an individual resident of this state whose address is identical with the registered office of the district. The registered office may be, but need not be, the same as the place of business of the special district.

- 2) The district may change its registered office or change its registered agent, or both, upon filing in the office of the Secretary of State and county clerk of each county in which located a statement setting forth:
 - a) The name of the district.
 - b) If the address of its registered office is changed, the address to which the registered office is to be changed.
 - c) If its registered agent is changed, the name of its successor registered agent.
 - d) That the address of its registered office and the address of the business office of its registered agent, as changed, will be identical.
 - e) That such change was authorized by resolution duly adopted by the district board.
- 3) The statement shall be subscribed and sworn to by the secretary, financial officer or chairperson of the district board.

The original of the registered office and agent form must be filed with the Secretary of State, and a copy filed with the county clerk and with ODA's Natural Resource Program Area.

The registered office and agent form for special districts can be found at the Secretary of State's website. A link to download this form is also included in the Resources section at the end of the chapter.

Committees

Committees can be an effective way for conservation districts to plan and implement their work. There are two primary types of committees:

1. A standing committee is a permanent committee charged with working on a basic aspect of conservation district work. Standing committees may have a focus of education, finance, personnel, resource concerns, community relations, land use planning, water quality, or other important issue.
2. A short term or "ad hoc" committee is a temporary committee charged with a specific task, or for a specific time. Ad hoc committees may focus on an election, annual meeting, grant writing, or other specific task. Ad hoc committees are disbanded when the assigned task or timeframe is completed.

When forming committees, conservation districts should clearly identify:

- Purpose of the committee.
- Expected outcomes.

- Desired role and participation of each entity on the committee (e.g., voting roles, consultation, advisory only).
- Time frame for reporting back to the conservation district board or completing tasks.

Committee members may include conservation district directors, associate directors, directors' emeritus, conservation district advisors, representatives of cooperating agencies and associations, or interested citizens. However, if there is a quorum of conservation district directors on the committee, the committee meetings are automatically subject to public meeting law. In general, if the committee has been given authority to make decisions on behalf of the board, make recommendations to the board, or provide information leading to a decision of the board, then the committee is subject to public meeting law regardless of the number of board members on the committee.

Legal Requirement

Public record and public meeting laws apply to any committee established by the conservation district board. If the committee has been given authority by the board to make recommendations to the board, make decisions on behalf of the board, or provide information to the board leading to a decision of the board, its meetings are considered public meetings and must be duly noticed and comply with all other aspects of public meeting law (see Chapter 7).

Director Compensation

Every conservation district board has the statutory authority to compensate and/or reimburse its directors for costs incurred while doing conservation district business under ORS 198.190:

Compensation: A conservation district director may receive an amount not to exceed \$50 for each day, or portion thereof, as compensation for services performed as a member of the board. Director compensation shall not be deemed lucrative and is subject to payroll withholding as required by federal and state law including the Social Security Act.

Reimbursement: The conservation district board may reimburse a director for actual and reasonable traveling and other expenses necessarily incurred by the director while performing official duties.

Recommended Policy

Each conservation district should adopt policies and procedures on the compensation of directors. Policies should include conditions, processes, rates, and funding sources for reimbursement and compensation. Conservation districts that choose to compensate and/or reimburse its directors must also verify that is allowable expense for the designated funding source (e.g. general fund).

Director Training

Conservation District employees and directors should use the numerous training opportunities available to receive training from the SWCD Program staff and SDAO to increase their knowledge and understanding of legal requirements and best management practices.

Resources

Statutes, Laws, and Rules

ORS 198–Special Districts Generally

https://www.oregonlegislature.gov/bills_laws/ors/ors198.html

ORS 251–Voters’ Pamphlet

https://www.oregonlegislature.gov/bills_laws/ors/ors251.html

ORS 254–Conduct of Elections

https://www.oregonlegislature.gov/bills_laws/ors/ors254.html

ORS 255–Special District Elections

https://www.oregonlegislature.gov/bills_laws/ors/ors255.html

ORS 260–Campaign Finance Regulation; Election Offenses

https://www.oregonlegislature.gov/bills_laws/ors/ors260.html

ORS 568–Soil and Water Conservation; Water Quality Management

https://www.oregonlegislature.gov/bills_laws/ors/ors568.html

OAR 603–ODA: Referendum and Election Procedures

<https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=37>

Oregon Constitution, Article XV, Section 3–Oath of Office

https://www.oregonlegislature.gov/bills_laws/Pages/OrConst.aspx

Other Information

Oath of Office form

<https://www.oregon.gov/oda/shared/Documents/Publications/NaturalResources/SWCDDirectorsOathofOfficeform.pdf>

Director Powers and Responsibilities–ODA Fact Sheet

www.oregon.gov/ODA/shared/Documents/Publications/NaturalResources/SWCDDirectorPowersfactsheet.pdf

Registered Office and Agent form

www.oregon.gov/ODA/shared/Documents/Publications/NaturalResources/SWCDRegisteredAgentOfficeform.pdf

Registered Agents and Service of Process FAQ

<http://sos.oregon.gov/business/Pages/registered-agents-service-of-process.aspx>

To Update Registration

<http://sos.oregon.gov/business/Pages/update-registration.aspx>

Director elections

www.oregon.gov/ODA/shared/Documents/Publications/NaturalResources/CandidatePacketforSWCDDirectorElections.pdf