

## **Structural Organization of Soil Conservation Districts**

The Soil Conservation District is a crucial member of a three-way partnership of federal, state, and local agencies. The continuation of this working relationship is vital to the work of soil and water conservation. The partnering agencies in the above chart are integral working parts of a multi-agency team effort to protect and preserve natural resources.

Districts are generally organized in a similar manner. The board of supervisors provides overall supervision and sets policy assuring that the district performs tasks required by law and memorandums of understanding.

The everyday business of running a district is handled by the district staff. The district manager is responsible for handling administrative details and office operations on the board's behalf. Managers may also assume technical responsibilities. The district technician is responsible for providing technical support, plan reviews, etc. Each report to the board of supervisors and provides the board with the information it needs to make policy and planning decisions.

### **Soil Conservation District Supervisors**

The Soil Conservation District is considered a political subdivision, organized under the North Dakota Soil Conservation Districts Law enacted in 1937 and as later amended. They are organized by vote of the people within the district and are managed by a board of supervisors, also elected by the people.

Soil Conservation Districts are responsible for carrying out a program of soil and water conservation with all cooperating rural and urban residents within the district boundaries.

#### **District Supervisors Shall Have the Power To: (N.D.C.C. 4.1-20 Conservation Law)**

- Appoint two additional supervisors. (4.1-20-18)
- Employ temporary and permanent employees. (4.1-20-20)
- Seek legal services from the County State's Attorney or Attorney General. (4.1-20-20)
- Conduct surveys, investigations and research. (4.1-20-24)
- Conduct demonstration projects. (4.1-20-24)
- Carry out preventive and control measures within the district. (4.1-20-24)
- Cooperate or enter into agreements. (4.1-20-24)
- Obtain options upon or acquire real or personal property. (4.1-20-24)
- Make available machinery, equipment, seeds, and seedlings. (4.1-20-24)
- Construct, improve and maintain structures. (4.1-20-24)
- Develop comprehensive plans for the conservation of soil resources. (4.1-20-24)



- Administer and act as agent for the United States in any soil erosion, erosion control, or erosion prevention project; accept donations, gifts and contributions in money, services, and materials. (4.1-20-24)
- Sue and be sued in the name of the district. (4.1-20-24)
- Have a seal. (4.1-20-24)
- Have perpetual succession. (4.1-20-24)
- Make and execute contracts. (4.1-20-24)
- Make, amend and repeal, rules and regulations. (4.1-20-24)
- Require contributions from beneficial operations performed by a district on lands not controlled by this state (4.1-20-24)
- Expend moneys for education, promotion, and recognition activities. (4.1-20-24)
- To levy taxes. (4.1-20-24)
- Formulate land use regulations. (4.1 -20-25) through (4.1-20-37)
- District Supervisor Compensation. (4.1-20-18)

**ND Century Code website** <https://www.legis.nd.gov/general-information/north-dakota-century-code>

### **District Supervisors Responsibilities and Duties:**

- Furnish to the State Soil Conservation Committee (SSCC), upon request, copies of any ordinances, rules, regulations, orders, contracts, or other documents they shall adopt or employ, and such other information concerning their activities as the SSCC may require.
- Provide for the execution of surety bonds for all employees and officers. N.D.C.C. Chapter 4.1-20-22.
- Provide for keeping of a full and accurate record of all proceedings, resolutions, regulations, and orders issued or adopted by them. N.D.C.C. Chapter 4.1-20-22.
- Maintain complete and accurate records of receipts and disbursements of the district and provide for an annual audit N.D.C.C. Chapter 4.1-20-22)
- Prepare an annual financial statement at the close of the business year and forward a copy to the SSCC.
- Attend and participate in regular monthly meetings and attend district functions.
- Keep the long-range planning current to meet total resource development needs of your district. The long range program should be reviewed annually.
- Develop a District Planning Process which provides for carrying out action projects of highest priority that seek to accomplish the goals and objectives of the long range program. Refer regularly to the District plan to see that activities are carried out.
- Be informed on the North Dakota Soil Conservation Districts Law and the administrative functions of the State Soil Conservation Committee. Be informed on your State Association, NACD, and the North Dakota Conservation District Employees Association. Keep abreast of changes in the law, operational policies and program concepts of importance to the district.





- Develop district conservation needs and set district priorities in providing technical assistance to landowners and operators for a complete coordinated soil conservation program for all rural and urban residents.
- Invite agencies assisting in carrying out the district program to meet with the District Board to consider mutual problems. Keep these organizations and the general public informed of progress, objectives and district needs.
- Develop a realistic annual budget and manage the funds of the district by anticipating project activities and board expenditures for the coming year.
- Approve bills to be paid by the District
- Carry out a dynamic information and education program to include the general public, students, producers and others focusing on resource conservation, programs and services, district activities and other pertinent information This can be accomplished in part by printing and distributing annual reports, district newsletters, and by utilizing other news media.
- Conduct conservation tours, demonstrations, and support educational meetings
- Cooperate with fellow board members in establishing district policies.
- Know the functions of other agricultural agencies that operate in your district.

**District Supervisors / District Employees** - A large portion of the board's responsibility lies with their employees. The board is responsible for not only hiring district staff, but also supporting them and ensuring they have the means to perform their jobs, the equipment and knowledge. Providing guidance, support, and reviewing performance is a key component of the Board/Employee relationship. District staff are the customer facing link between the board and their constituents, ensuring they are properly trained and have the resources available to perform their duties, including professional development is vital.

Dealing with employees is not an easy task and one where a lot of consideration must be given to the well-being of the employee which is part of the well-being of the district. Board members have to decide on the wages, benefits and requirements of their employees. This is an area where state and federal laws must be taken into consideration.

The board does rely on their managers and employees to keep them informed on the current events affecting the district, but this by no means releases them from their obligation of being involved and informed by other sources. Communication between the board members, the employees and the landowners is critical in all areas.

Remember the conservation district supervisor's obligations as a public official. Any supervisor who finds it is impossible to fulfill these obligations because of poor health, lack of time, or any other reason, should resign from office and make way for an individual who can perform effectively.

**District Supervisor Removal** - After notice given and hearing held in accordance with N.D.C.C. Chapter 28-32, a supervisor of a Soil Conservation District maybe removed from office by State Soil Conservation Committee. N.D.C.C 4.1-20-18. Supervisors may also be removed by a vote of district residents, in the same matter as other locally-elected officials.



**District Supervisor Compensation** - Upon a majority vote of the supervisors, the supervisors of a soil conservation district are entitled to receive compensation of up to sixty-two dollars and fifty cents for attending each regular or special meeting or for attending other meetings or events in the performance of their official duties.

Supervisors of soil conservation districts are entitled to receive travel and subsistence expenses necessarily incurred in attending district, state, or other meetings. The compensation and all other expenses including travel incurred by district supervisors while transacting district business must be paid from district funds. N.D.C.C. Chapter 4.1- 20-18

**District Officers** – During the board's January meeting, the board of supervisors should hold an election for the various district board's officers; chair; vice-chair; secretary; and treasurer; or secretary-treasurer.

- An active district chair is the key to a successful board of supervisors meeting, it is the responsibility of the chair to accept the leadership roles, involving each member in the discussion of issues and programs of the district, starting meetings promptly and closing meetings after all business has been completed.
- The State Soil Conservation Committee recommends that, no one elected or appointed soil conservation district supervisor should serve as Chair of their district board for more than two consecutive years.
- District Reorganization Form - (SFN 11-20). Your district reorganization meeting should be held as soon as possible after the first of the year. Please provide the State Soil Conservation Committee with this information by March 1. The reorganization form is available on-line.
- District Inventory - The soil district board may set a minimum value on equipment that gets logged on the inventory list. The inventory list should be reviewed annually and a walk through done with a supervisor to make sure inventory is accountable. Inventory information is due March 1<sup>st</sup>.
- Each meeting month the Chair should meet with the District Staff and District Conservationist prior to the scheduled meeting and work out a tentative agenda which is sent to each board member and other individuals invited with their notification of the meeting and post notice of the meeting as required by law. N.D.C.C. Chapter 44-04-17.1

*The Attorney General's office has a great resource on Guidelines for Open Meetings at: <https://attorneygeneral.nd.gov/sites/ag/files/documents/Open-Meetings-Guide.pdf>*



**Soil Conservation District Assistance Funds** – The ND Legislature may appropriate state funds each session to help defray costs of the local SCDs for conservation activities. These funds are used to cover salaries of SCDs employees who plan and design local soil conservation projects. The State Soil Conservation Committee approves the allocations and NDSU Extension notifies each district of their funding allocation, directions for reimburse them for salary expenditures through the NDSU Agriculture Budget Office.

**District Audit and Financial Report** – The district supervisors should arrange for the Annual Audit of the account of receipts and disbursements of their district as required by the Soil Conservation Districts Law N.D.C.C. Chapter 4-1-20-22.

Due to the 55th Legislative Assembly, Soil Conservation Districts were added to the list of political subdivisions to be audited by the State Auditor. The law requires the State Auditor, a Certified Public Accountant, or a License Public Accountant to audit the districts every two years.

The State Auditor may in lieu of conducting an audit every two years, require an annual financial report from districts with less than \$750,000 in annual receipts. Districts are required to complete the Annual Financial Report for the year by December 31. A template for this report can be found on the State Auditor's website, and their local government division can be of assistance.

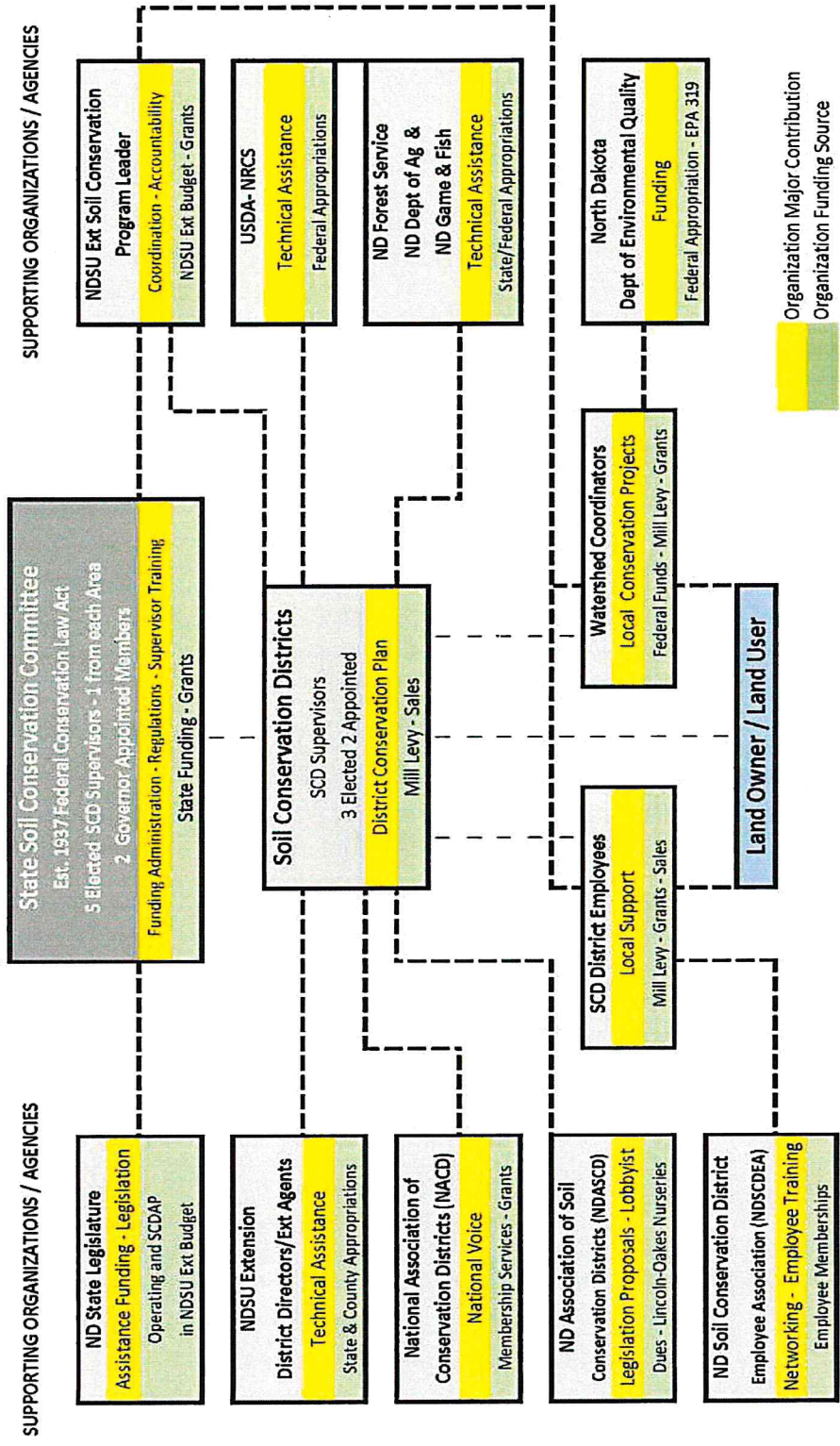
The district needs to forward the completed report by June 1 to:  
State Auditor's Office,  
600 E. Boulevard Ave. - Dept. 117  
Bismarck, ND 58505.

The State Auditor may also charge districts a fee not exceeding \$50 an hour for the cost of reviewing the report.





# ND Structural Organization Soil Conservation Districts





## History of Soil Conservation



While soil conservation districts had their baptism by fire following the devastation of the 1930s Dust Bowl, the movement got its beginning decades earlier. It was championed by Hugh Hammond Bennett, a young college graduate who went to work as a soil surveyor for USDA in 1905.

Now recognized as the “father of soil conservation,” Bennett spent 20 years trying to bring attention to the nation’s eroded soils and the need for conservation. Lawmakers finally started to listen in the late 1920s, and the Dust Bowl — a drought that led to massive dust storms and topsoil losses across a swath land reaching

from Texas to Canada — fueled the movement.

The groundwork for the Dust Bowl was laid in the early 1900s when high demand for wheat, generous federal farm policies and a series of wet years caused a land boom in the Great Plains. New machinery made for easier and faster farming, and vast tracts of native grasslands in the Plains — more than 100 million acres — were plowed to plant crops, according to the USDA.

But the stock market crashed in 1929, and the Great Depression followed. Wheat prices plummeted, and farmers in the Plains plowed up even more land to try to recoup their losses. Prices dropped further, and drought conditions set in, causing widespread crop failure. Many farmers abandoned their fields to find work elsewhere, leaving behind a landscape that had changed from protective grassland to exposed soil.

The result was large dust storms that blew exposed soil as far as the East Coast. Bennett seized the opportunity to explain the cause of the dust storms to Congress and push for a permanent soil conservation agency. The Soil Conservation Service was created in 1935, and Bennett served as its first chief. Its predecessor, the temporary Soil Erosion Service — also led by Bennett — had established demonstration projects to show landowners the benefits of conservation. In 1994, Congress gave the Soil Conservation Service a new name: the Natural Resources Conservation Service.

As early as 1935, USDA managers began to search for ways to extend conservation assistance to more farmers, believing the solution was to establish democratically organized soil conservation districts to lead the conservation effort at the local level.

To that end, USDA drafted the Standard State Soil Conservation District Law, which President Franklin Delano Roosevelt sent to the governors of all states in 1937. The first conservation district was organized in the Brown Creek watershed of North Carolina that same year.



Across the United States, nearly 3,000 conservation districts—almost one in every county—work directly with landowners to conserve and promote healthy soils, water, forests and wildlife. NACD represents these districts and the more than 17,000 citizens who serve on conservation district governing boards.

Conservation districts may go by different names—”soil and water conservation districts,” “resource conservation districts,” “natural resource districts” and “land conservation committees”—but they all share a single mission: to coordinate assistance from all available sources—public and private, local, state and federal—to develop locally-driven solutions to natural resources concerns.

In addition to serving as coordinators for conservation in the field, districts:

- Implement farm, ranch and forestland conservation practices to protect soil productivity, water quality and quantity, air quality and wildlife habitat;
- Conserve and restore wetlands, which purify water and provide habitat for birds, fish and other animals;
- Protect groundwater resources;
- Assist communities and homeowners in planting trees and other land cover to hold soil in place, clean the air, provide cover for wildlife, and beautify neighborhoods;
- Help developers control soil erosion and protect water and air quality during construction; and
- Reach out to communities and schools to teach the value of natural resources and encourage conservation efforts.

***For more information view - YouTube – Hugh Hammond Bennett: The Story of America’s Private Lands Conservation Movement.***



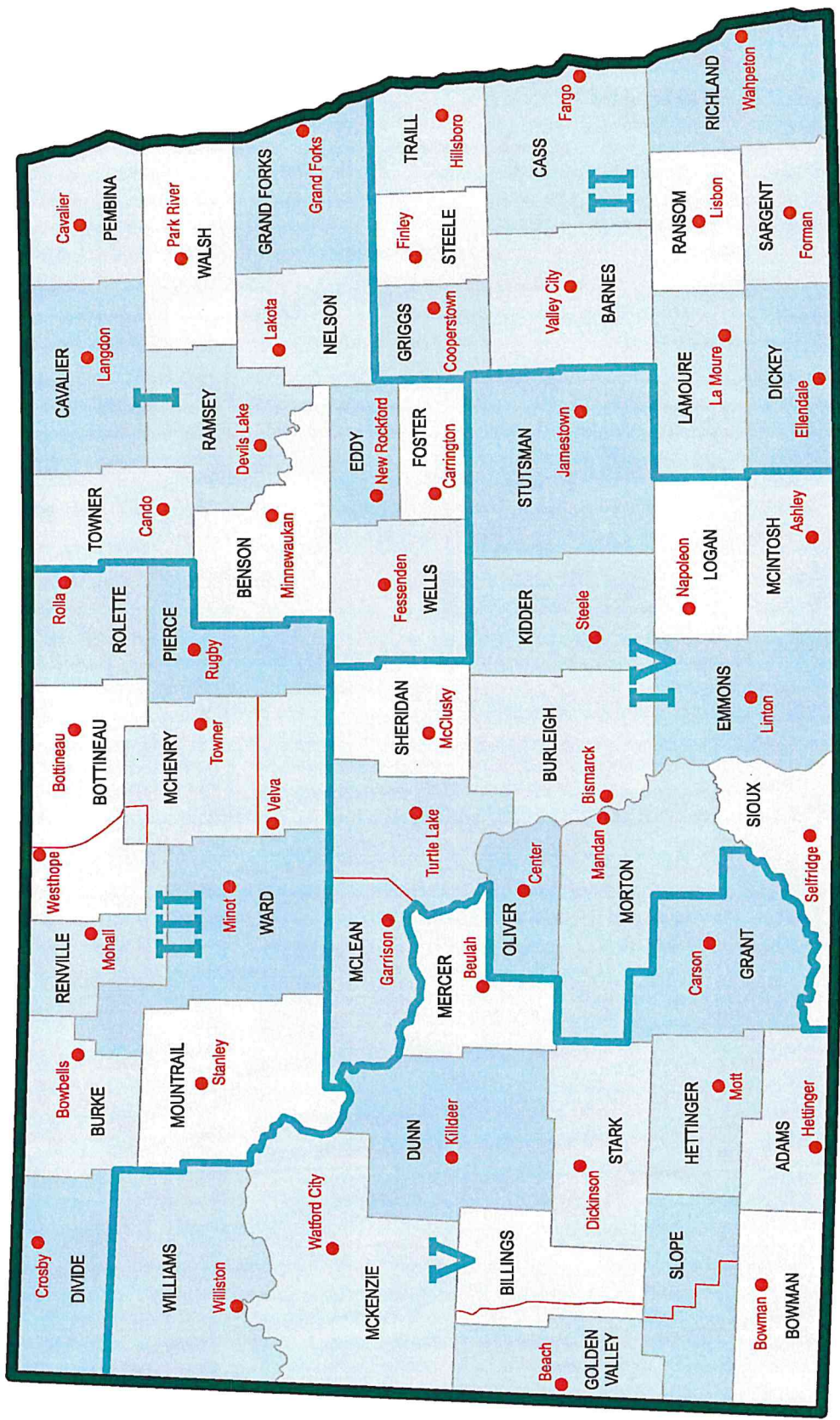


**NORTH DAKOTA  
STATE SOIL  
CONSERVATION  
COMMITTEE**

# Soil Conservation Districts in North Dakota

## North Dakota Soil Conservation Districts

- AREA I**
  - North Central SCD (Benson County)
  - Cavallier County SCD
  - Eddy County SCD
  - Foster County SCD
  - Grand Forks County SCD
  - Nelson County SCD
  - Pembina County SCD
  - Ramsay County SCD
  - Towner County SCD
  - Walsh County SCD
  - Wells County SCD
- AREA II**
  - Barnes County SCD
  - Cass County SCD
  - James River SCD (Dickey County)
  - Griggs County SCD
  - LaMoure County SCD
  - Ransom County SCD
  - Richland County SCD
  - Wild Rice SCD (Sargent County)
  - Steele County SCD
  - Trail County SCD
- AREA III**
  - Mouse River SCD (Bottineau County)
  - Turtle Mountain SCD (Bottineau County)
  - Burke County SCD
  - Divide County SCD
  - North McHenry County SCD
  - South McHenry County SCD
  - Mountrail County SCD
  - Pierce County SCD
  - Renville County SCD
  - Rolette County SCD
  - Ward County SCD
- AREA IV**
  - Burleigh County SCD
  - Emmons County SCD
  - Kidder County SCD
  - Logan County SCD
  - McIntosh County SCD
  - South McLean County SCD
  - West McLean County SCD
  - Morton County SCD
  - Oliver County SCD
  - Sheridan County SCD
  - Cedar SCD
  - Stutsman County
- AREA V**
  - Adams County SCD
  - Bowman-Slope SCD
  - Dunn County SCD
  - Golden Valley SCD
  - Grant County SCD
  - Slope-Hettinger SCD
  - McKenzie County SCD
  - Mercer County SCD
  - Stark and Billings SCD
  - Williams County SCD



— SCD Area Boundary  
● SCD Office

— Shared SCD/County Boundary  
— SCD Boundary

**NDSU** EXTENSION

County commissions, North Dakota State University and U.S. Department of Agriculture cooperating. NDSU does not discriminate in its programs and activities on the basis of age, color, gender, expression, identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7706, ndsu.ecoa@ndsu.edu. This publication will be made available in alternative formats for people with disabilities upon request, 701-231-7881.



**NDASCD OFFICER TEAM**

President..... Kent Pedersen  
Vice President.....Monte Bloms  
Secretary..... Steve Gilje  
Treasurer.....Rocky Bateman

**NDASCD Contact Information**

3310 University Drive  
Bismarck, ND 58504  
(701) 223-8518

Rhonda Kelsch – NDASCD Operational Officer  
(701) 321-0627  
Rhonda@lincolnoakes.com

**2023 NDASCD BOARD OF DIRECTORS**

Area I.....Sam Partlow, Carrington  
Area I.....Jon Iverson, Langdon  
Area II.....Gary Dathe, Ellendale  
Area II.....Kelli Bowen, Casselton  
Area III.....Steve Gilje, Rolette  
Area III..... Monte Bloms, Carpio  
Area IV..... Kelly Froelich, Selfridge  
Area IV..... Rocky Bateman, New Salem  
Area V..... Kent Pedersen, Arnegard  
Area V..... Paul Schmitz, Beach

**NACD COMMITTEE REPRESENTATIVES**

ND NACD Representatives

- Keith Bartholomay
- Steve Gilje

Resource Policy Groups (Forestry)

- Keith Bartholomay - NDASCD
- Sarah Tunge – NCDEA

Resource Policy Group (Legislative/Farm Bill)

- Rhonda Kelsch – NDASCD

**2023 NCDEA OFFICERS AND DIRECTORS**

President.....Dustin Krueger, Stutsman  
Vice President.....Matt Olson, Wild Rice  
Secretary.....Kari Beckman, Bottineau  
Treasurer.....Darci Gahner, Sheridan  
Area I Director.....Shannon Anderson, Eddy  
Area I Director.....Vacant  
Area II Director.....Matt Olson, Wild Rice  
Area II Director.....Tokina McHarry, Dickey  
Area III Director..... Kari Beckman, Bottineau  
Area III Director.....Stetson Myers, Ward  
Area IV Director.....Dustin Krueger, Stutsman  
Area IV Director.....Chad Thorson, Burleigh  
Area V Director.....Cassidy Fairbanks, B-Slope  
Area V Director.....Molly Jugovich, Williams  
NCDEA Director.....Sarah Tunge, Mercer

**ND STATE SOIL CONSERVATION COMMITTEE**

Chair .....Wes Frederick  
Vice Chair.....Kelly Klosterman

Governor Appt.....Anthony Moch, Braddock  
Governor Appt.....Kelly Klosterman, Mooreton  
Area I.....Donna Grann, Sheyenne  
Area II.....Warren Solberg, Horace  
Area III.....David Hill, Willow City  
Area IV.....Bob Martin, Jamestown  
Area V.....Wes Frederick, Flasher  
Ext. Program Director.....Jodi Delozier, Fargo



**Note: The following is a summary of state laws relating to Soil Conservation Districts and should not be considered legal advice. Contact your local State's Attorney for any legal services your SCD requires.**

#### **Mill Levy Authority - N.D.C.C. 4.1-20-24**

The Legislative Assembly granted the Supervisors of North Dakota Soil Conservation Districts the authority to levy a tax, **not exceeding 2.5 mills**, for the payment of the expenses of the district, including mileage and other expenses of the supervisors, and technical, administrative, clerical, and other operating expenses. This authority is provided in the North Dakota Soil Conservation Districts Law, N.D.C.C. 4.1-20-24

Upon filing a certified copy of the levy, the county auditor of each county in the district will extend the levy upon the tax list of the county for the current year against each description of real property lying both within the county and the district in the same manner and with the same effect as other taxes are extended. The county treasurer collects all taxes and turns the funds over to the soil conservation district on a monthly basis. According to a February 21, 1992 Attorney General opinion, "Soil conservation districts are taxing districts because they are authorized to levy taxes under North Dakota Century Code - N.D.C.C. Section 4.1-20-24."

N.D.C.C. 57-02-01 says, "Municipality" or "taxing district" means a county, city, township, school district, water conservation or flood control district, Garrison Diversion Conservancy District, county park district, joint county park district, irrigation district, park district, rural fire protection district, or any other subdivision of the state empowered to levy taxes.

Therefore, soil conservation districts are also subject to Title 57 because they are subdivisions of the state and have the authority to levy taxes.

N.D.C.C. 57-15-31 provides the formula for determination of a levy. This determination is made by considering the estimated expenditures for the current fiscal year and the required reserve fund. The municipality may only levy for what is actually needed for the fiscal year. This process eliminates municipalities from creating a big "nest egg."

N.D.C.C. 57-15-27 provides that a municipality authorized to levy taxes may include in its budget an interim fund. The interim fund is to be carried over to meet any requirements of the next fiscal year that may become due prior to the receipt of taxes in that fiscal year. The interim fund cannot be in excess of what may be reasonably required to finance the municipality for the first nine months of the next fiscal year. The interim fund cannot exceed three fourths of the current appropriation for all purposes other than debt retirement and appropriations from bond sources.

N.D.C.C. 57-15 entitled "Tax Levies and Limitations." N.D.C.C. 57-15-02 provides for the determination of rate:

Determination of rate. The tax rate of all taxes, except taxes the rate of which is fixed by law, must be calculated and fixed by the county auditor within the limitations prescribed by statute. If any municipality levies a greater amount than the prescribed maximum legal rate of levy will produce, the county auditor shall extend only such amount of tax as the





prescribed maximum legal rate of levy will produce. The rate must be based and computed on the taxable valuation of taxable property in the municipality or district levying the tax. The rate of all taxes must be calculated by the county auditor in mills, tenths, and hundredths of mills.

The county auditor can limit the soil conservation district mill levy request and will only extend the amount of levy as allowed pursuant to title 57. The county auditor will not extend any levy in excess of the allowable levy which is the difference between the sum of the estimated expenditures, and interim fund needs and debt retirement and the sum of the projected revenues and cash balances. Allowance may be made for a permanent delinquency or loss in tax collection not to exceed five percent of the levy. N.D.C.C. 57-15-31.

The 1997 Legislature let stand the provision enacted in 1995 that, beginning with taxable year 1997, a soil conservation district may elect to levy the amount levied in dollars in the base year with no percentage increase. Any levy under this section must be specifically approved by the governing body of the soil conservation district.

**Additional Mills** – The ability of a Soil Conservation District to levy additional taxes, beyond 2.5 mills, with the approval of a majority vote of district residents, is currently unclear. Districts wishing to do so should work with their local State’s Attorney.

**Preliminary Budgets** - In 2017, the North Dakota Legislature made some important changes to budget deadlines and the notice process, which the county and other local governments need to comply with every year. All local governments need to file a preliminary budget with the County Auditor’s Office. County Auditors will provide information on submitting budgets and mill levy requests. Filing dates are typically in early August.

Whether you are a county, city, park district, school district, township, fire district, or soil conservation district you will need to file a preliminary budget with the County Auditor. If you fail to file the preliminary budget by early August. You will be limited to levying the same dollars as levied in the previous year. You also must file a final budget to actually levy taxes for your budget.

When you provide the preliminary information to the County Auditor, you also need to provide the date, time, and place of your budget hearing, if you levy over \$100,000 in taxes. The hearing date cannot be any earlier than early September nor later than early October. The reason for the new deadline is to allow the county time to prepare an Estimated Tax Statement that needs to be mailed by the end of August.

If you levy over \$100,000 in taxes, the County Auditors will put the hearing notice on the Estimated Tax Statement. If you levy less than \$100,000, you will need to publish the notice of the budget hearing in your official newspaper.

Once you have held your final budget hearing and your board has approved the current year budget, you will need to file your final budget with the County Auditor. Remember the amount requested for the final budget cannot be greater than the amount of your preliminary budget.





## Soil Conservation Districts Election

**District Supervisor Election Procedure** - Any land occupier physically living in the soil conservation district and is a qualified elector is eligible to run for the office of a soil conservation district supervisor. A "land occupier" as defined in the Soil Conservation Districts Law, includes any person that holds title to or is in possession of any lands lying within a district whether living or located in a rural or urban area within the district.

"Qualified elector" means an individual who is at least eighteen years old, is a citizen of the United States, and who has resided in the precinct thirty days next preceding any election, whether or not the individual is living in a rural or urban area.

**District Supervisor Election Procedure** - Any person can become a candidate upon filing a petition and statement of interests with the county auditor of the county or counties in which their district lies. The final filing date for petitions and statement of interests is no later than sixty days before the day of the election and not later than four p.m. of such day. The candidates' petition must contain signatures of not less than twenty-five, nor more than three hundred qualified electors of the district (N.D.C.C. Chapter 4.1-20-15 & 16)

In the event a soil conservation district lies in two counties, an original petition and statement of interests with original signatures must be filed with both county auditors concerned. Any land occupier living in the district who has failed to file a nominating petition and statement of interests may furnish stickers to be attached to the ballot. The ballot shall have blank spaces below the names of candidates nominated by petition for writing in other names.

The regular election of Soil Conservation District supervisors shall be held at the same time, and at the same place, as the general election is held. Supervisors are elected for a term of six years. Candidates shall be elected on a nonpartisan ballot.

*Nominating Petitions and Statement of interest forms are available through the local County Auditor Office. Contact County Auditor to confirm General Election ballot includes SCD Supervisor.*

**Oath of Office / Officially Take Office** - Newly elected soil conservation district supervisors officially take office on the first day of January and upon completing and filing an Oath of Office.

Oath of Office forms are official documents and must be executed prior to the time elected and appointed officers are designated to officially take office. Only those elected and appointed soil conservation district supervisors who have completed and filed an Oath of Office shall qualify for their elective and appointive positions.

All newly elected soil conservation district supervisors must complete and file an Oath of Office which will cover the duration of their term of office to which they have been elected. The Secretary of State will furnish the Oath of Office forms which must be completed and returned to the Secretary of State's office. (Note different than Appointed Supervisor)

**Vacancies - Elected Supervisors** - In case the office of any elected supervisor shall, for any reason, become vacant, the remaining members of the board of supervisors shall, with the advice and consent of the State Soil Conservation Committee, fill the vacancy by appointment. In the event that vacancies shall occur in the office of two elected supervisors, the remaining supervisor and the State Soil Conservation Committee shall fill the vacancy; and in case the offices of all elected supervisors of a district shall become vacant, the State Soil Conservation Committee shall fill the vacancies by appointment. A supervisor elected to fill a vacancy shall hold office until the next general election. A supervisor elected to fill a vacancy shall serve the balance of the unexpired term in which the vacancy occurred N.D.C.C. Chapter 4.1-20-18.

To fill a vacant elected supervisor position, submit the names of the elected office-holder and the district's chosen appointee, a short biography for the appointee, and a signed Oath of Office to the State Soil Conservation Committee. The Committee will vote to approve the appointment at their next meeting and will submit the results to the Secretary of State's Office.

**Appointed Supervisors** - In accordance with the opinion secured from the Attorney General's office, any soil conservation district, upon resolution of the three elected supervisors, may appoint two additional supervisors who shall serve for a term of one year from and after the date of their appointment. N.D.C.C. Chapter 4.1-20-18.

Such supervisors shall be appointed by a majority of the three elected supervisors and shall have all the powers, voting privileges, duties, and responsibilities of elected supervisors. As far as possible, the appointed supervisors shall represent interests within the district which are not represented by the elected supervisors. Try to have equal representation from all parts of the district on the board of supervisors. Such appointments must be made at a district meeting and recorded in the district minutes.

All appointed supervisors, whether newly appointed or reappointed, must complete an Oath of Office form immediately after their appointment, which will cover the duration of their term of office to which they have been appointed. The Oath must be signed in the presence of a Notary Public. All completed Oath of Office forms for appointed supervisors must be submitted to the State Soil Conservation Committee by March 31. (Note different than Elected Supervisor)

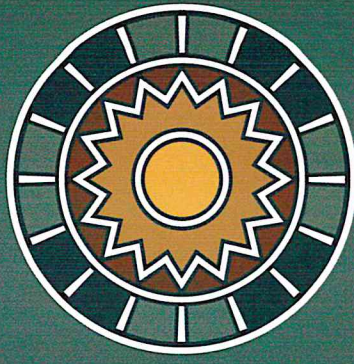
Only those appointed soil conservation district supervisors who have completed and filed an Oath of Office would qualify for their appointive position. The district law requires that there be two appointees and not just one. The Committee does not file the appointed supervisor's Oath of Office form with the Secretary of State until both appointees' Oath of Office forms are received.

**Advisors** – If the soil conservation district board needs broader coverage than can be obtained with the elected and appointed supervisors, advisors can be appointed.

- Can offer advice and counsel.
- Cannot vote or take official action at board meetings.
- Cannot hold an office on the board of supervisors.
- Cannot receive supervisor compensation.
- Can be reimbursed for their expenses.







## DAKOTA LEGACY INITIATIVE

### Preserving North Dakota's legacy of agriculture, conservation, and legendary land and water

The Dakota Legacy Initiative is an effort to bring all conservation groups and resources in North Dakota together to create one centralized location, equipping producers and landowners with timely, relevant and streamlined information.

#### Where collaborative conservation begins

Our goal is to work together to make resources easily accessible to producers to practice good conservation and planning! We take the guesswork out of what sources are reliable and share information that is vital to the success of our land and water.

#### Come join us in this effort!

Conservation is work worth doing here in North Dakota. You could play a big part in our effort and help instill lasting change!

#### Help preserve our lands for generations to come

##### As a partner, you will receive:

- Free statewide media coverage showcasing your programs and resources
- Your own custom landing page with no additional work required
- Support within our community of collaboration to help open new doors for funding

### Contact us to partner today!

[DakotaLegacyInitiative.com](http://DakotaLegacyInitiative.com)

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