

BECOMING A CANDIDATE FOR SWCD SUPERVISOR

The Minnesota Secretary of State is the chief election official in Minnesota and is responsible for administration of Minnesota election law. The Secretary of State's Office works with county auditors to conduct the elections process.

Candidate Qualifications

Minnesota law states that candidates for state and local offices must be eligible voters and at least 21-years-old when assuming office. They must have resided in their districts for at least 30 days before the general election, and have no other affidavit on file for any other elected office.

***exceptions:** A candidate for soil and water conservation district supervisor in a district not located in whole or in part in Anoka or Washington County, may also have on file an affidavit of candidacy:

- for mayor or council member of a statutory or home rule charter city of not more than 2,500 population contained in whole or in part in the soil and water conservation district; or
- for town supervisor in a town of not more than 2,500 population contained in whole or in part in the soil and water conservation district.

(Minnesota Statutes 204B.06)

Affidavit of Candidacy

All SWCD Supervisor candidates must file an affidavit of candidacy. Candidates must state that the name listed on their affidavit is their true name by which they are commonly known in the community. Affidavits must be signed in the presence of a notary or an individual authorized to administer oaths. (Minnesota Statute 204B.06). Affidavits of candidacy may be completed starting 60 days before and during the filing period. A properly completed affidavit and filing fee must be received by the filing officer during the filing period. (Minnesota Statutes 204B.09).

Filing Period

The filing period opens May 21, 2024 and closes at 5 pm on June 4, 2024.

(Minnesota Statutes 204B.09).

Filing Location

Candidates for SWCD Supervisor file an affidavit of candidacy with the county auditor of the county in which the district office is located (Minnesota Statutes 103C.305).

Filing Fee

Candidates must pay a filing fee (chart at right) at the time of filing their affidavit of candidacy. However, candidates may file a petition in place of the filing fee. Sample forms and information about the number of required signatures on a petition that replaces the filing fee are available from the filing officer. (Minnesota Statutes 204B.11)

| FILING FOR OFFICE FEES | |
|---|------------|
| Office | Filing fee |
| U.S. Senator | \$400 |
| U.S. Representative in Congress | \$300 |
| Governor, Lt. Governor, Attorney General, State Auditor, Secretary of State | \$300 |
| Judges | \$300 |
| State Senator | \$100 |
| State Representative | \$100 |
| County Office | \$50 |
| Soil and Water Conservation District Supervisor | \$20 |

Minnesota Statutes 204B.11

STATEMENTS OF ECONOMIC INTEREST

Background

Those individuals elected to the position of SWCD Supervisor need to file a Statement of Economic Interest with the Minnesota Campaign Finance and Public Disclosure Board. A statement of economic interest is a form that public and local officials use to disclose information about their personal financial interests.

Timeline

After the general election results are certified by the canvassing board, winning candidates will receive a letter from the Campaign Finance and Public Disclosure Board in late December explaining that they will need to file a Statement of Economic Interest after beginning their term. The letter will include a username and password for filing the Statement on the CFPD Board's web site. As a practical matter, the "beginning of the term" will usually be considered the date the Supervisor takes his or her Oath of Office. Individuals new to the position of SWCD Supervisor file an "Original Statement of Economic Interest" and certify it, while Supervisors who are re-elected to their position need to review the current information on-line, make any changes, and then re-certify it.

Statements of Economic Interest need to be reviewed and recertified every year even if nothing has changed. This review must be completed by the last Monday in January and covers the previous calendar year.

The Form

Each elected SWCD Supervisor will need to provide the following information on the Statement of Economic Interest. The statement discloses:

- occupation;
- sources of compensation in excess of \$250 in a month;
- non-homesteaded real property holdings; and
- government agency interests.

Public Information

Filed Statements are made available for review on the Campaign Finance and Public Disclosure Board's website at <https://cfb.mn.gov/reports-and-data/officials-financial-disclosure/official/>.

More information about completing the Statement of Economic Interest is available at https://cfb.mn.gov/reports/#/public_officials_disclosures/.

Questions can be directed to Campaign Finance and Public Disclosure Board staff Erika Ross at 651-539-1187, cfb.eis@state.mn.us, or 800-657-3889. Information and resources are available at <https://cfb.mn.gov/>.



MINNESOTA
CAMPAIGN FINANCE BOARD

132 Centennial Office Building, 655 Cedar St., St. Paul, MN 55105 cfb.mn.gov

Original Statement of Economic Interest for Soil and Water Conservation Districts, Watershed District, and Watershed Management Organization Public Officials

Filing Instructions

(General instructions for completing the form start on page 2)

- The statement must be received by the Campaign Finance and Public Disclosure Board within 60 days of your effective start date.
- Late fees will accrue for a statement not received by the due date.
- This form may be filed by mail to the address above, by email to cfb@state.mn.us, or by fax to 651-539-1188 or 800-337-4114.
- **Fax files:** Keep the original and a fax confirmation memo as proof of timely filing.
- All information on this statement is public information and may be published on the Board's website.
- It is unlawful to use information filed with the Board for commercial purposes.
- Board staff may be reached by telephone at 651-539-1187 or 800-657-3889 or by email at cfb.sta@state.mn.us.

| Individual Information | | Employment Information | |
|---|------------------|---|---------------------------|
| Name | Occupation | Name of employer (This may need to include your employer as a source of compensation in part 4. Also include home / self-employed or unemployed.) | |
| Address of which you wish to receive mail from the Board (Do not use with a home or business address) | City, state, zip | Business address (This address will be posted on the Board's website) | Business city, state, zip |
| Telephone (Optional; may be in business number; all not be published on the Board's website) | Email address | | |

| Public official information | |
|-----------------------------|------------------------|
| Name of agency | Public office position |

Certification

I, _____ (Print or type name) certify that the information contained on this form, including information on the schedules, is complete, true, and correct.

Signature _____ **Date** _____

Notice: Any person who signs and certifies to be true a statement which the person knows contains false information or omits required information is subject to a civil penalty imposed by the Board of up to \$3,000 and is subject to criminal prosecution for a gross misdemeanor.

This document is available in alternative formats to individuals with disabilities by calling 851-436-1188 or 800-657-3889 or through the Minnesota Relay Service at 800-527-3252.

Form last updated 11/2012

Reporting period

The reporting period is the calendar month before the month with the effective date of your appointment. For example, if the effective date of your appointment is May 15, the reporting period is April 1 – April 30.

Sources of compensation

List all businesses from which you received more than \$250 in compensation in any calendar month during the reporting period. You should include any employer listed on the first page if it is a business as described below.

"Business" means an association, corporation, partnership, limited liability company, limited liability partnership, or other organized legal entity. An individual acting alone is the individual's own capacity, such as in the form of a sole proprietorship, is not a business for purposes of this statement, nor is a government agency.

"Compensation" means any payment for labor or personal services as a director, officer, owner, member, partner, employer, or employee of a business. Compensation does not include payments that do not result from the performance of services, such as rental income, social security payments, unemployment compensation, workers' compensation, pension benefits, or insurance benefits.

| Name of source | Type and amount of compensation | | | | | | |
|----------------|---------------------------------|---------|-------|--------|---------|------------|-------|
| | Director | Officer | Owner | Member | Partner | Contractor | Other |
| | | | | | | | |
| | | | | | | | |

Real property

Do not report your homestead. Report interests in all other real property located in Minnesota that you and your spouse have held individually or jointly at any time during the reporting period. You must report for you and your spouse the following interests: a fee simple interest you are a co-owner, even if you own a mortgage, a contract for deed as a buyer or seller, or a mortgage that you hold as a seller. This includes a list of all real property in Minnesota owned by a partnership in which you or your spouse holds an interest.

Report an option to buy if the value of the option is more than \$2,500 or if the fair market value of the optioned property is more than \$50,000 when of the value of the option itself is \$2,500 or less. For each property list the county in which the property is located. Also, list the street address and city, or if the property does not have a street address, the section, township, and range where the property is located and the approximate acreage.

Upon written request and for good cause shown, the Board may waive the requirement that a public official disclose the address of a secondary residence of the official. Contact Board staff if you want to request this waiver. Please provide information for both you and your spouse but do not disclose specific ownership details of the listed date.

Check one:

| MN County | Street address and city in section, township and range | Section (and 1/4 section if applicable) | Interest in fee (owner or seller) | Reporting date (month and year) | Contract value (over \$2,500) | Contract type (if not a sale) | Mortgage (if not a sale) | Amount of purchase |
|-----------|--|---|-----------------------------------|---------------------------------|-------------------------------|-------------------------------|--------------------------|--------------------|
| | | | | | | | | |
| | | | | | | | | |

Government agency interests

Complete this schedule if you or your spouse held, or owned 25% or more of a business that held, a contract, professional license, lease, or franchise issued or entered into by the government agency on which you serve. Describe the contract, professional license, lease, or franchise issued by the agency of which you know, but do not identify if the contract, professional license, lease, or franchise was related to you, your spouse, or a business.

| Description of contract, professional license, lease, or franchise | Employer or contract, professional license, lease, or franchise |
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