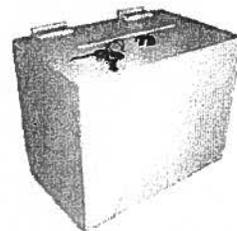


Directions for Polling Officers and Canvassing Board

Before beginning, each polling officer will sign an oath of office.

As received, the ballots have been verified. The outside affidavit were examined and compared back to the registry list to ensure that they were qualified electors and/or landowners. The name from the affidavit was entered onto the poll list found in the poll book. The ballot was then opened and the ballot deposited into the sealed ballot box. A sealed ballot box would be any locking container to hold the completed ballots until such time to tally the votes. A conservation district may contact their County Clerk's office to inquire about borrowing a ballot box for the election.



The poll book will be provided to one of the polling officers, who will serve as the Polling Superintendent.

In the Poll book are found the:

- ✓ Registry list
- ✓ Tally sheets
- ✓ Blank certificate of ballots
- ✓ Oaths of Polling Officers

FORMATION ELECTION

The polling superintendent will provide each of the other two polling officers the tally sheet for the formation election. At the top of the page, the polling officers should indicate the name of the polling superintendent (called by) and their own name (tallied by).

The polling superintendent will break the seal of the ballot box and will remove the ballots, one by one.

The polling superintendent will open the ballot and examine to ensure that it is a signed official ballot.

When the vote is read, the polling officer shall place a mark in the appropriate column (FOR or AGAINST) and a number (the consecutive number of the ballot in the order in which it is read) in the first column.

Once all of the ballots have been read and recorded, the polling officers, with the assistance of the polling superintendent, shall record the number of acres included from the FOR column in the ACRES INCLUDED column.

The information should be totaled at the bottom of the sheet. The total number of electors or landowners voting FOR must be greater than 50% of the total number of votes CAST (not the total in the proposed District) and must represent a majority (greater than 50%) of the acreage in the proposed district to be considered practicable and feasible by the CD Board of Supervisors. If a ballot is not cast for a given acreage, those acres are considered "AGAINST" for the acreage

consideration. Verify that the number of ballots counted matches the number of ballots returned in the poll book.

Note: to avoid confusion, the polling superintendent may request Written Authorization prior to the referendum to provide authority for one landowner, either a spouse, partner, LLC member, etc. to vote on behalf of the acreage either "FOR" or "AGAINST" district formation. Otherwise, acreage could be counted more than once during the referendum. (See sample letter and form).

Complete and sign the certificate of Election for the Formation of Election, which will be provided to the Conservation District Secretary and the Canvassing Board.

The Canvassing Board (three supervisors) shall open a meeting and cause the minutes of the meeting and the abstract of the votes to be completed. They will also sign the abstract to be filed with the County Clerk.

At the same time the three supervisors will determine whether the formation of the Watershed Improvement District is administratively practicable and feasible and shall declare created or deny creation. The determination shall be recorded in the minutes.

INITIAL DIRECTOR ELECTION

For the Director Elections, there is no need to correspond the results back to the acres.

The Board of Directors Elections will be held within thirty (30) days after WID is created.

The Polling Superintendent shall provide the Polling Officers with the tally sheets, who will complete the Called By and Talled By information.

The Superintendent will read aloud the names of the individuals marked. If a write-in has been included for one of the positions, note that it is a write-in. The name can be stated, but is not necessary unless there is need, upon counting all of the ballots to tally the write-ins.

As the names of each ballot are read, the other two polling officers shall record the vote in the appropriate column. If the vote is a write-in, indicate that in the OTHER columns. Indicate the number (consecutive number in which the ballot is read) in the number column. In no candidate is marked, please note that on the sheet.

Total the votes FOR or OTHER votes for each candidate at the bottom of the sheet.

Verify that the number of ballots counted is the same as the number of ballots returned as indicated in the poll book.

Complete and sign the Certificate of Election for the Director Elections, which will be provided to the Conservation District Secretary and the Canvassing Board.

SEALING

After all of the ballots are counted and tallied the ballots will be placed in the appropriate envelope and will be sealed. In addition, the poll book and the tally sheets will be placed in separate envelopes and sealed. All three envelopes (ballots, poll book, and tally sheets) will be placed in another larger envelope and sealed.

The Canvassing Board (three supervisors) shall open a meeting and cause the minutes of the meeting and the abstract of the votes to be completed. They will also sign the abstract to be filed with the County Clerk.

Contact your county clerk for more information.