



General Instructions for subsequent Watershed Improvement District Director Elections

The Conservation District will notify the Watershed Improvement District of the upcoming election.

The following instructions and sample forms are provided in this section:

- ✓ Election information form
- ✓ Application for election
- ✓ Sample proclamation
- ✓ Sample ballot
- ✓ Tally sheet
- ✓ Certificate of result of count
- ✓ Official report of canvassing committee
- ✓ Voter affidavit
- ✓ Absentee voter envelope sample (can be obtained from the Secretary of State's office)
- ✓ Oath of Challenge Voter
- ✓ Oath of Office Form for Directors

120-100 days before election

Publish proclamation setting forth date of election, filing officer, what offices are to be elected, terms of office and filing period.

Contact County Clerk and county assessor for polling list

90-70 days before election

Application for Election must be filed with District Secretary

45-30 days before election

Deadline for obtaining poll list from County Clerk and County Assessor

Deadline for election official to appoint sufficient number of election judges

Deadline for canvassing board to be appointed by County Commissioners

40-30 days before election

Ballots shall be prepared

25-15 days before election

Absentee balloting shall begin

10 days before election

Publish name of all qualified candidates in newspaper of general circulation

Election day

The election official will conduct the election according Chapter 29 of the Wyoming Election Code.

Within 7 days following election

Canvassing committee shall meet to verify election

Oath of office shall be administered to Directors by some authorized to administer oaths. Persons authorized to administer oaths are state supreme and district court judges, federal district judges, county clerks, notaries public, county treasurers, school district clerks, city and town clerks, county commissioners and justices of the peace. Note that a notary must sign the oaths.

File written oaths with county clerk

File a listing of names, addresses and terms of the current and newly elected directors with the County Commissioners according to 22-29-112 (e).

Each year, special districts are required to file with the County Commissioners & County Clerks a list of names, addresses and terms of current directors. The deadline is the last day of April.