

**POLICY OF THE STATE SOIL AND WATER CONSERVATION BOARD
FOR
APPROVING THE APPOINTMENT OF DIRECTORS
FOR UNEXPIRED TERMS**

Section 201.076 of the Agriculture Code of Texas states:

“(a) If a vacancy occurs in the office of director, the remaining directors by majority vote shall appoint a director for the unexpired term. The appointee must be approved by the State Board before taking office.”

In order to qualify as a Director,

- a person must be at least 18 years of age,
- own land within the subdivision which the person is to represent, and
- reside in a county all or any part of which is in the Soil and Water Conservation District and be actively engaged in the business of farming or animal husbandry.

These qualifications are contained in Section 201.003 (a) and Section 201.072 of the Agriculture Code.

It shall be the policy of the State Board to encourage directors to appoint the best-qualified persons available to fill unexpired terms. Representatives of the State Board shall be available at all times to discuss appointments with Boards of Directors.

Boards of Directors are requested to notify the State Board when vacancies occur prior to making appointments. Approval Request Form TSSWCB #49 and Appointee Personal Data Sheet TSSWCB #50 will be furnished to the district after receiving notice of a vacancy. These forms are also available on the State Board website (www.tsswcb.state.tx.us). Once the district selects the best-qualified individual available to appoint to fill an un-expired term, the district should fill out Approval Request Form completely and have it signed by a majority of the District Board. The individual being appointed should fill out the Personal Data Sheet completely and it must be signed by a majority of the District Board. The original of both forms must be sent to the State Board for its use in acting on the appointment. If the vacancy occurred due to a resignation, the district must also send a resignation letter in with the completed forms.

The Appointee will be notified when the State Board approves an appointment with a copy of such notice being mailed to the local district. The State Board shall also supply the Appointee with a Statement of Elected/Appointed Officer and an Oath of Office.

The original Statement of Elected/Appointed Officer should be mailed to the State Board along with the original Oath of Office when signed and notarized.

- *The Statement of Elected/Appointed Officer must be signed prior to taking the Oath of Office.*
- *The term of office of the Appointee shall not begin until the appointee has properly qualified by signing the Statement of Elected/Appointed Officer and a notarized Oath of Office.*
- *The district should retain copies of all forms and paperwork in their files.*
- **Statement receipt by the State Board may be confirmed by calling (254) 773-2250 during normal office hours.**

**APPROVAL REQUEST
APPOINTMENT OF SOIL AND WATER CONSERVATION
DISTRICT DIRECTOR**

Texas State Soil & Water Conservation Board
P.O. Box 658
Temple, Texas 76503

Gentlemen:

In compliance with V.T.C.A., Agriculture Code Section 201.076, we the members of the Board of Directors of the _____ Soil and Water Conservation District # _____ on _____, _____, appointed _____ address is _____ (date) (year) (name) (complete mailing address)

as a director to fill the unexpired term in Subdivision # _____ caused by the

_____ death (date) _____

_____ resignation (attach copy)

_____ other (explain)

of _____.

We have advised (Mr.) (Mrs.) (Miss) _____ of the duties and responsibilities of the office of director and he or she has agreed to attend directors' meetings regularly and assume other responsibilities to the best of his or her ability.

We, therefore, request the approval of the State Soil and Water Conservation Board of this appointment.

***District Directors:**

***Must be signed by a majority of the Board**

APPOINTEE PERSONAL DATA SHEET
For Approval of Director Appointment
By the State Soil and Water Conservation Board

(Name of Appointee) (Date of Birth)

Social Security No. _____ County _____

(Complete mailing address)

(Area Code) (Home Phone) (Area Code) (Business Phone)

Does appointee reside in a county all or any part of which is in the District and owns agricultural land in the Subdivision that appointee is to represent? Yes No

Actively engaged in the business of farming or animal husbandry? Yes No

District Cooperator? Yes No

Apply and maintain a good conservation program? Yes No

Professional or business interests, if any, other than farming or ranching:

Lawyer Doctor Dentist Engineer (kind) _____
 Teacher Preacher Banker Other _____

List membership & offices in local, state, or national organizations, agencies, etc.:

Previously held:

Presently held:

Will appointee give top priority to attending Directors' meetings? Yes No

Has one or more members of the Board of Directors personally contacted this person to discuss the responsibilities of a District Director? Yes No

Date: _____

*District Directors:

*Must be signed by a majority of the Board

Name of Soil & Water Conservation District

District No.

Subdivision No.

Aubrey Russell, *Member*
Jerry D. Nichols, *Chairman*
Reed Stewart, *Vice Chairman*
José Dodier, Jr., *Member*



Barry Mahler, *Member*
Joe Ward, *Member*
Larry Jacobs, *Member*
Rex Isom, *Executive Director*

TEXAS STATE SOIL & WATER CONSERVATION BOARD

Protecting and Enhancing Natural Resources for Tomorrow

May 30, 2007

«Title». «FirstName» «LastName»
«Address»
«City», TX «ZIPCode»

Dear «Title». «LastName»:

The Directors of the «DistrictName» Soil and Water Conservation District #«Number» have recognized you as a leader in the field of conservation by appointing you to the Board of Directors of the «DistrictName» SWCD to represent Subdivision «Zone». In compliance with Ag Code, §201.076, the State Soil and Water Conservation Board officially approved your appointment the 16th of November 2006. It is our pleasure to congratulate you on your appointment to a position of responsibility in one of the most worthy undertakings of this age.

A Statement of Elected/Appointed Officer form and the Oath of Office, which are required for Directors to qualify as public officials, are enclosed and are also being mailed to the district office. A person is not eligible to participate in the official functions of the district or to receive mileage and per diem until the Statement and Oath have been properly signed, notarized and filed with the State Board, therefore, please return the completed forms to the State Office as soon as possible.

Enclosed is a template that your district may use in preparing a Press Release. This template can also be accessed on SWCD resources page of the TSSWCB website (<http://www.tsswcb.state.tx.us>).

Soil and Water Conservation District Directors are *Public Officials* of subdivisions of State Government. As such, they are required to take Open Government Training within 90 days of their election or appointment. The training videos are available at the Office of the Attorney General website (http://www.oag.state.tx.us/opinopen/og_training_shtml). After viewing the videos, obtain your course completion certificate(s) online at (http://www.oag.state.tx.us/forms/openrec/og_certificates.php) and have them kept on file at the SWCD office. You may contact your State Board Field Representative for assistance with this required training.

The State Soil and Water Conservation Board is the coordinating agency for the 217 Soil and Water Conservation Districts in Texas. We welcome you to call on us at any time we can be of assistance.

Your friend in conservation,

Sincerely,

REX ISOM
Executive Director

«BoardMember»
State Board Member

Enclosures: Statement of Elected/Appointed Officer, Oath of Office, Sample Press Release

cc: Field Representative/SWCD Chairman/Association Director/Alternate Director/SWCD Central Mailing Address

STATEMENT OF ELECTED/APPOINTED OFFICER

I, _____, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Affiant's Signature

Director of the _____

Soil and Water Conservation District No. _____

City and/or County

Subdivision # _____
Position to Which Elected/Appointed

In the name and by the authority of
The State of Texas

OATH OF OFFICE

I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Director of the _____ Soil and Water Conservation District No. _____, Subdivision # _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Affiant

SWORN TO and subscribed before me by affiant on this _____ day of

_____, _____.

(seal)

Signature of Person Administering Oath

Printed Name

Title

NOTE: SIGNATURE OF DIRECTOR MUST BE NOTARIZED



Name of SWCD

Address

Phone

E-Mail

_____ **Appointed to SWCD Board of Directors**

_____ (*name of director*) of _____ (*name of community*) was appointed to represent subdivision ___ of the _____ Soil and Water Conservation District. _____ (*name of director*) fills the unexpired term of _____ (*name of person whom the new director succeeds.*) who served on the board since for the past _____ (*years*). The _____ SWCD's headquarters is located in _____.

_____ (*last name of new director*) operates a _____ (*description of the director's agricultural operation*)

In addition to (his/her) agricultural enterprise, _____ (*last name of director*) is also a _____ (*name of profession or description of business enterprise if appropriate*)

_____ (*last name of director*) is a current member of _____ (*name the organizations he/she is currently a member of including offices held*)

(This paragraph can describe any former organizations and offices to which the individual belonged or any special awards received pertaining to conservation or agriculture)

"The _____ SWCD's purpose is to make available to local landowners and operators technical financial and educational resources to help them to better conserve the soil, water and related resources which they manage or own," said _____ chairman of the district.

The _____ SWCD is a political subdivision of state government and is divided into five subdivisions. Subdivision ___'s (*number of subdivision which newly elected director will represent*) boundaries includes the (*Example: southern portion of the district from to and to: An included map of the subdivision is recommended*)

"We want to welcome _____ as a member of our board of directors. As a member of our board (*he/she*) will be playing a significant role in helping our district to provide technical assistance to our district cooperators who wish to implement conservation programs on their land," said _____ chairman of the district.

-end-