

# 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, 103C.315 Subd. 6)

## 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 19, 2026 and closes at 5 pm on June 2, 2026. (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/](https://cfb.mn.gov/reports/#/public_officials_disclosures/).

Questions can be directed to Campaign Finance and Public Disclosure Board staff Megan Engelhardt at 651-539-1182, [cfb.eis@state.mn.us](mailto:cfb.eis@state.mn.us), or 800-657-3889. Information and resources are available at <https://cfb.mn.gov/>.



**Original Statement of Economic Interest for Soil and Water Conservation District, 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.eis@state.mn.us](mailto:cfb.eis@state.mn.us), or by fax to 651-539-1186 or 800-357-4114.
- **Fax files:** Keep the original and a fax confirmation notice 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.eis@state.mn.us](mailto:cfb.eis@state.mn.us).

Individual Information		Employment Information	
Name	Occupation		
Address at which you wish to receive mail from the Board (You may use either a home or business address)	Name of employer (You may need to include your employer as a source of compensation on page 2. Also indicate here if self-employed or unemployed)		
City, state, zip	Business address (This address will be posted on the Board's website)		
Telephone (Optional, may be a business number, will not be published on the Board's website)	Business city, state, zip		
Email address			

Public official information	
Name of agency	Public official position

I, \_\_\_\_\_, certify that the information contained on this form, including information on the schedules, is complete, true, and correct.

(Print or type name)

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 651-539-1180 or 800-657-3889 or through the Minnesota Relay Service at 800-627-3529.

Form last updated 11/2023

**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 in 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, employee, 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	Check each applicable box						
	Director	Other	Owner	Partner	Employee	Employer	Employer

**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 an 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 even if 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 items.

Mn County	Street address and city or section, township, and range	Own (Even if owning a mortgage)	Contract for deed (As buyer or seller)	Option to buy (Option value greater than \$2,500)	Option to buy (Property value greater than \$50,000)	Mortgage (Only if held as seller)	Acreage (if applicable)

**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 each contract, professional license, lease, or franchise issued by the agency on which you serve, but do not identify if the contract, professional license, lease, or franchise was issued to you, your spouse, or a business.

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

## FREQUENTLY ASKED QUESTIONS

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### What is an SWCD Supervisor's term of office?

In most cases, supervisors are elected to 4 year terms, commencing on the first Monday in January. For special elections conducted after an appointment to fill a vacancy, the person elected serves the remainder of that position's term (2 years).

### Can a person serve as an SWCD Supervisor and hold another elected position at the same time?

It depends. With the exception of the SWCDs in Anoka and Washington counties, the office of SWCD supervisor is compatible with:

- the offices of mayor, clerk, clerk-treasurer, or council member in a statutory or home rule charter city of not more than 2,500 population contained in whole or in part in the SWCD; and
- the office of town clerk or town supervisor in a town of not more than 2,500 population contained in whole or in part in the SWCD.

A person can be on the election ballot for SWCD and the compatible office at the same time.

A person holding both offices needs to refrain from voting or taking any other formal action on any matter coming before the SWCD board or the city council or town board that has a substantial effect on both the SWCD and the city or town. (*Minnesota Statutes 103C.315 and 204B.06*)

### What can I tell someone concerned about taking time away from work to fulfill the duties of an elected Supervisor?

"A person elected to a public office must be permitted time off from regular employment to attend meetings required by reason of the public office. The time off may be without pay, with pay, or made up with other hours, as agreed between the employee and employer. When an employee takes time off without pay, the employer shall make an effort to allow the employee to make up the time with other hours when the employee is available. No retaliatory action may be taken by the employer for absences to attend meetings necessitated by reason of the employee's public office." (*Minnesota Statutes 211B.10*)

### Do Supervisors receive compensation?

Supervisors receive compensation for services up to \$125 per day rate, depending on what rate is approved by the local SWCD. In addition, Supervisors may be reimbursed for expenses, including traveling expenses, necessarily incurred in the discharge of duties. A supervisor may be reimbursed for the use of his/her own automobile in the performance of official duties at a rate set by the SWCD, not to exceed the maximum tax-deductible mileage rate permitted under the federal Internal Revenue Code. (*Minnesota Statutes 103C.315*)

### Are write-in candidates tabulated?

Not automatically. A candidate for SWCD Supervisor who did not file for office and therefore won't be listed on the ballot, and who wants write-in votes for the candidate to be counted, must file a written request on a form provided by the county auditor. The request must be filed with the county auditor after the close of the filing period and no later than the nineteenth day before general election. An SWCD board may adopt a resolution further governing the counting of write-in votes. The resolution may require that write-in votes for an individual candidate only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate. (*Minn. Stat. 204B.09*)

### How is a Supervisor selected if the supervisor district is within areas governed by an Indian tribe?

In a district where a supervisor district is entirely within lands of an American Indian tribe or band to which county election laws do not apply, a supervisor to represent the district shall be elected or appointed as provided by the governing body of the tribe or band. (*Minnesota Statutes 103C.305*)

### What happens after an individual is elected?

After election results are certified, the county auditor may provide a "**Certificate of Election**" to the successful Supervisor-elect. The Supervisor-elect may keep the certificate or send it to the county recorder's office to be kept on file. Newly elected supervisors should take an "**Oath of Office**" at the first SWCD board meeting on or after the first Monday in January. The Secretary of State's office has a sample "oath of office form at [this link](#). Some counties hold ceremonies for all newly elected officials in January following an election, and SWCD Supervisors may wish to participate.

### Can an SWCD post candidate info on its web site?

Yes. However, in doing so, districts should ensure that all candidates have equal opportunity to have information posted, that no candidate appears to be advocated over another, and that no information be posted that is not relevant to the position (age, marital status, etc.). An alternative would be to work with a local newspaper to solicit candidate profiles and include them in an issue of the paper. In addition to the candidate's name and a candidate profile, a candidate profile could include answers to the following (or any other issues the SWCD and newspaper find helpful):

- strengths candidate would bring to SWCD; past experience with conservation issues; motivation for being an SWCD Supervisor; conservation approaches which the candidate supports.