

# 2024 Candidate Packet for SWCD Director Elections



Thank you for your interest in the position of director with your local Soil and Water Conservation District (SWCD). The Oregon Department of Agriculture (ODA) is the elections officer for the SWCD director elections, as per Oregon Revised Statutes (ORS) 568.520 and 568.530. This packet contains information about the election process, and includes the forms needed to file for the position of SWCD director. Please contact Sandi Hiatt if you have questions after reviewing this information.

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- Petition for Nomination Signature Sheet
- Withdrawal of Candidacy

## » How to reach ODA

### **Mailing Address:**

Oregon Department of Agriculture  
Attn: Grants Administrative Officer  
635 Capitol St. NE, Suite 100  
Salem, OR 97301

### **Contact Info:**

Sandi Hiatt  
Phone: 971.301.3605  
Email: [sandi.hiatt@oda.oregon.gov](mailto:sandi.hiatt@oda.oregon.gov)  
Web: <https://oda.direct/Elections>

In compliance with the Americans with Disabilities Act,  
this publication will be made available in alternate formats upon request.

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# Section 1: Information for Candidates

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## » Step 1: Determine Eligibility Requirements for Position

There are two types of director positions available on local SWCD boards; zone and at-large positions. Check with the local SWCD office to determine if you are eligible for an at-large position or a zone position. ODA will review the information provided on the *Declaration of Candidacy* form to ensure the candidate qualifies for the position.

### **A. At-large director requirements:**

- ✓ Must reside within the boundaries of the conservation district.
- ✓ Be a registered voter in that District.

### **B. Zone director requirements: two options are available to an individual.**

Zone directors must be a registered voter and reside within the zone they represent.

In counties with fewer than 250,000 residents, eligibility requirements also include:

1. Own or manage 10 or more acres of land in the zones they represent in the district and be involved in the active management of the land; or
2. Indicate an interest in natural resource conservation as demonstrated by serving at least one year as a director or associated director of a district and having a conservation plan that is approved by the district.

Currently, the following five counties have populations over 250,000 residents and zone directors only need to be a registered voter and reside in the zone they represent without the above additional requirements:

- Clackamas (Clackamas SWCD)
- Lane (Upper Willamette and Siuslaw SWCDs)
- Marion (Marion SWCD)
- Multnomah (East Multnomah and West Multnomah SWCDs)
- Washington (Tualatin SWCD)

**See Page 8 for Oregon Revised Statutes (ORS) 568.560(3) Director Requirements and Eligibility.**

## » Step 2: Declaration of Candidacy

Candidates must complete all fields and sign the *Declaration of Candidacy for Director* form to certify the candidate meets the eligibility requirements for the position. If you are running for a position, you must list the position number (e.g., Zone 1, Zone 2, Zone 3, Zone 4, Zone 5, At-Large 1, or At-Large 2) on the form to be a candidate.

File the *Declaration of Candidacy for Director* form and the certified *Petition for Nomination Signature Sheet* with the ODA Grants Administrative Officer **no later than 5:00 p.m. on August 27, 2024.**

**See Page 9 in this packet for additional guidelines on completing the Declaration of Candidacy for Director form.**

## » Step 3: Petition for Nomination Signature Sheet

- a. Complete the top part of the *Petition for Nomination Signature Sheet*. You must include the position number on the form (e.g., Zone 1, Zone 2, Zone 3, Zone 4, Zone 5, At-Large 1, or At-Large 2).
- b. Circulate the petition for 10 or more signatures among registered voters who reside in the district. Candidates are advised to obtain more than the required number of signatures to ensure the petition contains the required 10 valid signatures. This is to help ensure there are adequate signatures in the case some signers are not registered voters or do not reside within the district.
- c. Candidate submits the *Petition for Nomination Signature Sheet* to the local county elections official for signature verification. The county elections official will review the forms for circulator certification (if needed), and verify the original signatures. Time should be allotted for the county elections office verification process before the filing deadline of **5:00 p.m. on August 27, 2024** with ODA.

**After certifying the signatures, the county elections official will return the certified *Petition for Nomination Signature Sheet* to the candidate.**

## » Step 4: File Completed Forms with ODA

Candidate files the certified *Petition for Nomination Signature Sheet* and *Declaration of Candidacy* form with the ODA Grants Administrative Officer between **8:00 a.m. on July 18, 2024, and 5:00 p.m. on August 27, 2024**, by email at [sandi.hiatt@oda.oregon.gov](mailto:sandi.hiatt@oda.oregon.gov) or following address:

Oregon Department of Agriculture  
Attn: Grants Administrative Officer  
635 Capitol St. NE, Suite 100  
Salem, OR 97301-2532

**Certified petitions must be submitted, along with the candidacy form, to ODA.**

**Documents received before July 18, 2024, will be returned to the candidate.**

## » Step 5: (If applicable) Contribution and Expenditure Reporting

Candidates expecting to receive or expend more than \$750, but less than \$3,500, must file the required forms with the Oregon Secretary of State's office within three business days of receiving or spending money, but no later than when the completed petition is filed. Candidates should refer to the *Candidate "Quick Guide" on Campaign Finance Reporting in Oregon* included below for more instructions and contact information.

For questions regarding the Contribution and Expenditure Reporting requirements, copies of forms, publications, or manuals, please contact the Oregon Secretary of State, Elections Division, <http://sos.oregon.gov/voting-elections/Pages/default.aspx>

## » Step 6: (Optional) County Voters' Pamphlet

Candidates have the option of filing in the county Voters' Pamphlet in counties where one is published. Contact your local County Elections Office for deadlines, forms, and the fee required for placing information in the Voters' Pamphlet.

# Candidate Filing Checklist

Below is a general checklist for the SWCD director election process for candidates. All required forms are available in Section 2 of this packet. Instructions for each step are outlined on pages 3-5.

Check if Completed	Items to Complete
<input type="checkbox"/>	Determine position and eligibility (Step 1).
<input type="checkbox"/>	Declaration of Candidacy (Step 2).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><i>Petition for Nomination Signature Sheet</i> (Step 3):</p> <ul style="list-style-type: none"> <li>• Complete top sections for candidate name, district name, and position.</li> <li>• Candidate circulates petition gathering no less than 10 qualified signatures.</li> <li>• Submit petition to local county clerk with time allowed for signature verification and certification.</li> <li>• County clerk returns certified petition to candidate.</li> </ul>
<input type="checkbox"/>	Candidate files the certified " <i>Petition for Nomination Signature Sheet</i> " and the " <i>Declaration of Candidacy</i> " form with ODA. Candidates must file these documents with ODA <b>between 8:00 a.m. on July 18, 2024, and 5:00 p.m. on August 27, 2024</b> (Step 4).
<input type="checkbox"/>	If applicable, file any required contribution and expenditure reports with the Oregon Secretary of State, Elections Division (Step 5).
<input type="checkbox"/>	Optional: Local Voters' Pamphlet (Step 6).

## Withdrawal of Candidacy

If a withdrawal form is not filed with ODA **by 5:00 p.m. on August 27, 2024**, the candidate's name will appear on the ballot. A candidate must file a completed *Withdrawal of Candidacy* form with ODA and include a reason for the withdrawal. The Withdrawal of Candidacy form is included in Section 2 of this packet.

## Write-In Candidates

If no candidate filed to have their name place on the ballot for a position, then the position becomes open for write-in candidates. Individuals may file a *Declaration of Intent and Request for Write-In Votes to be Tallied* form with ODA to have write-in votes cast in their behalf tallied. Candidates must file this form **no later than 5:00 p.m. on October 22, 2024**.

The county clerk will not count any write-in votes cast for any person for that position if there are no names on the ballot, and if there are no *Declaration of Intent and Request for Write-In Votes to be Tallied* forms filed with ODA. **Please contact ODA if the write-in option is being considered.** This form may be obtained at the local Soil and Water Conservation District office, or at: <https://oda.direct/Elections>.

## 2024 SWCD District Important Dates for Elections

Date	Description of Event	Reference
<b>8:00 a.m. July 18, 2024</b>	First day for district candidate to file <i>Declaration of Candidacy</i> and <i>Petition for Nomination Signature Sheet</i> with ODA. Forms received before this date will be returned to the candidate.	ORS 255.235  (40 days before final filing date)
Within 3 days of spending or receiving money, but no later than when completed petition is filed.	Candidates expecting to receive or expend more than \$750, but less than \$3,500, must file the required forms with the Oregon Secretary of State's office within three business days of receiving or spending money, but no later than when the completed petition is filed.	ORS 260.035  <i>Candidate "Quick Guide" on Campaign Finance Reporting in Oregon</i>
<b>5:00 p.m. August 27, 2024</b>	Last day for district candidate to file the <i>Declaration of Candidacy and Petition for Nomination Signature Sheet</i> forms with ODA no later than 5:00 p.m.	ORS 568.520 ORS 255.235 OAR 603-071-0030  (70 days before election)
	Last day for district candidate to file the <i>Withdrawal of Candidacy</i> form for general election with ODA no later than 5:00 p.m.	
<b>August 28, 2024</b>	First day for district candidate to file the <i>Declaration of Intent and Request for Write-In Votes to be Tallied</i> form with ODA.	ORS 568.530
<b>*September 5, 2024</b>	Last day for ODA to file a statement of candidates to the county clerks for placement on the general election ballot.	ORS 568.530 OAR 603-071-0030  (61 days before election)
<b>October 22, 2024</b>	Last day for district candidate to file <i>Declaration of Intent and Request For Write-In Votes to be Tallied</i> form with ODA no later than 5:00 p.m.	ORS 568.530  (14 days before election)
<b>November 5, 2024</b>	<b>Election Day</b>	ORS 254.056
<b>January 1, 2025</b>	First day newly elected directors may take the <i>Oath of Office</i> after receiving election certificates.	Oregon Constitution Article XV, Section 3 ORS 254.568

\*Row highlighted in gray is for informational purposes only. Candidates and SWCDs are not responsible for this item.

# Oregon Revised Statutes (ORS) Relating to SWCD Director Elections

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The following Oregon Revised Statutes are included for your reference.

## **Statutory Reference: ORS 568.560 Number of directors; director qualifications; officers; election; terms; vacancies.**

(1) The local governing body of the soil and water conservation district shall consist of a board of either five or seven directors elected or appointed as provided by law. To ensure proper representation of all the people in the district and to facilitate district functions, the State Department of Agriculture shall provide for the zoning of each district, and shall provide each time directors are elected or appointed for the proper and equitable representation for each zone.

(2) Two director positions shall be at-large positions. At-large directors must reside within the district and be registered voters.

(3)(a) All zone directors must be registered voters and reside within the zones they represent in the district.

(b) In addition to the requirements described in paragraph (a) of this subsection, zone directors in a district that does not include any county with a population of 250,000 or more must:

(A) Own or manage 10 or more acres of land in the zones they represent in the district and be involved in the active management of the land; or

(B) Indicate an interest in natural resource conservation as demonstrated by serving at least one year as a director or associate director of a district and having a conservation plan that is approved by the district.

(4) Candidates nominated for director from a specific zone shall be voted on by all electors within the district.

(5) The directors shall designate a chairperson, secretary and other officers as necessary and may, from time to time, change such designation.

(6) The term of office of each director shall be four years, except that:

(a) Of the directors first appointed under ORS 568.400, two shall serve until January first following the first general election following their appointment, and three shall serve until January first following the second general election following their appointment, as determined by the department, and thereafter, their successors shall be elected as provided by law for other elected directors.

(b) Of the directors first elected as provided in ORS 568.545 (1), three shall serve until January first following the first general election and four shall serve until January first following the second general election after the date of their election, as determined by them by lot at the meeting referred to in ORS 568.545 (1).

(c) Of the directors first elected as provided in ORS 568.565 (1), three shall serve until January first following the first general election and two shall serve until January first following the second general election after the date of their election, as determined by them by lot at the meeting referred to in ORS 568.565 (1).

(d) Of the zone directors elected as provided under ORS 568.565 (2), three shall serve until January first following the first general election and two shall serve until January first following the second general election after the date of their election, as determined by lot at the meeting referred to in ORS 568.565 (2).

(7) A director shall hold office until a successor has been elected or appointed, has qualified and has taken the oath of office or until the office becomes vacant under subsection (8) of this section. Any vacancy occurring in the office of director shall be filled as provided by subsection (9) of this section.

(8) A director position becomes vacant under the following circumstances:

(a) The department, upon the written recommendation of a majority of the members of the local governing body of a district, may declare vacant the position of a director who is absent from three consecutive meetings of the local governing body of the district. A position becomes vacant under this paragraph upon the issuance of the declaration by the department.

(b) No nominee for the position qualifies under ORS 568.530 to have the name of the nominee furnished



to the county clerk for placement on the general district election ballot and no person qualifies under ORS 568.530 to have write-in votes counted. A position becomes vacant under this paragraph on January 1.

(c) The department determines that a candidate receiving the most votes at an election does not qualify under this section to hold the position. A position becomes vacant under this paragraph on January 1 next following the election at which the unqualified candidate was elected unless an appointee to the position has been selected under subsection (9) of this section.

(d) A director serving in a position no longer qualifies under this section to hold the position. A position becomes vacant under this paragraph upon the department's declaration that the person no longer qualifies for the position.

(e) A director resigns from a position. A position becomes vacant under this paragraph upon the department's receiving notice of the resignation.

(f) A candidate who received the most votes at an election, or an appointee, refuses to take the oath of office as a director.

(9) A director position that becomes vacant before the scheduled expiration of a term shall be filled by appointment by a majority of the remaining directors. However, if a majority of the director positions are vacant or if the remaining directors cannot agree on an appointee, the department shall make an appointment to fill the position.

(10) An appointment under subsection (9) of this section shall end on January 1 next following the first general district election held after the appointment. If the appointment ends under this subsection before the January 1 that would normally complete the four-year term of office for the position, the position shall be placed on the ballot at the next general election as provided under ORS 568.530 to fill the position for the remainder of the four-year term. [Amended by 1955 c.142 §17; 1957 c.603 §5; 1961 c.641 §2; 1965 c.75 §1; 1969 c.393 §2; 1969 c.669 §§16, 19; 1973 c.656 §14; 1981 c.92 §32; 1993 c.166 §2; 2007 c.690 §5; 2009 c.220 §28; 2023 c.580 §1]

#### **ORS 249.031 Contents of petition or declaration.**

All forms must be complete before submitting them to Oregon Department of Agriculture (ODA). Failure to provide information for each of the required fields may result in rejection of the candidate filing forms. Providing false statements on filing forms is a violation of Oregon Election Law and the candidate may be convicted of a Class C Felony. ORS 260.715(1)

Complete the following information:

- **Name of Candidate:** This should be the candidate's full name (first, middle initial and last).
- **How name should appear on ballot:** How the candidate wishes his/her name to appear on the ballot. If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) should not be included, as they cannot appear on the ballot.
- **Candidate Residence Address:** The residential address of the candidate, including the county.
- **Mailing Address for Candidate Correspondence:** The address where the candidate wishes to receive correspondence from the ODA.
- **Contact Information:** Enter work phone, home phone, cell phone, fax, email address and website, if applicable. At least one phone number is required.

The following are guidelines to complete the required fields of occupation, occupational background, educational background and prior governmental experience on the candidate filing forms. These fields are required and information provided must be accurate. Not every occupational, educational or prior governmental experience is required to be provided. If the candidate has no relevant experience, None or NA must be entered.

- **Occupation (present employment – paid or unpaid):** The current full or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid). If not employed, enter "Not Employed" or "None."

- Occupational Background (previous employment – paid or unpaid): Previous full or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid).
- Educational Background (schools attended): The schools attended by the candidate, including the last grade level completed, whether a diploma, degree or certificate was received, and the course of study. It is not required that every educational experience be listed, but what is listed must be accurate. Provide the complete name of the school, no acronyms. A degree indicates a college, university or professional school has awarded a title upon the person for completion of a program of study. For this purpose, honorary degrees or degrees from “degree mills” should not be included under this requirement.
- Prior Governmental Experience (elected or appointed): The current or previous governmental experience, which refers to a person’s involvement in governmental activities, such as appointed boards and commissions, elected boards and other elected or appointed public offices. Full or part-time, paid or unpaid or volunteer experience may be included (not required to indicate whether paid or not paid). If the candidate has no prior governmental experience, enter “None.”
- Candidate Signature and Date Signed: The form must have a physical signature and the date the candidate signed the form.

## Residence Address Exemption Request

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Candidates for public office or any public office holder may request that Elections Official not publish their residence address in publicly posted candidate filings or voter lists. Instead a publicly disclosable mailing address will be included on posted candidate filings and each list of electors delivered under ORS 247.940 or 247.945.

For more information, go to the Secretary of State’s election website:  
**<https://oda.fyi/PublicRecordExemption>**

## Section 2: Candidate Forms

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- *Declaration of Candidacy* form (2 pages)
- *Petition for Nomination Signature Sheet* (1 page)
- *Withdrawal of Candidacy* form (1 page)

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# Declaration of Candidacy for Director

Oregon Soil and Water Conservation Districts



Please type or legibly print in black or blue ink. This form can be filled out electronically and printed for submission.

**Note:** This information is a matter of public record and may be published or reproduced. All fields must be completed. Do not leave blanks.

Name of Candidate (may include nickname in parentheses)

FIRST

MI

LAST

Name as it is to Appear on Ballot

Residence Address (Street/Route, City, State, Zip Code)

Mailing Address (If different from residence)

Phone (Home)

Phone (Work)

Email (optional)

Race and ethnicity (optional)

Explain how you meet eligibility (provide addresses for any actively managed properties)

To the Oregon Department of Agriculture, as filing officer for Soil and Water Conservation Districts:

**I hereby certify that I am an eligible candidate meeting the following requirements as stated in Oregon Revised Statutes 568.560(1) for director of the**

\_\_\_\_\_ **Soil and Water Conservation District for the following position:**

**(check one and write position number)**

**At-Large No. \_\_\_\_\_ (enter 1 or 2)**

At-Large directors must reside within the conservation district and be registered voters.

**Zone No. \_\_\_\_\_ (enter 1, 2, 3, 4 or 5)**

**In counties with more than 250,000 residents** (Clackamas, Lane, Marion, Multnomah, and Washington) zone directors must reside within the zone they represent and be registered voters.

**Zone No. \_\_\_\_\_ (enter 1, 2, 3, 4 or 5)**

**In counties with less than 250,000 residents** zone directors must reside within the zone that is represented, own or manage 10 or more acres of land in the zones they represent in the district and be involved in the active management of the land and be registered voters.

**Zone No. \_\_\_\_\_ (enter 1, 2, 3, 4 or 5)**

**In counties with less than 250,000 residents** zone directors must reside within the zone that is represented, indicate an interest in natural resource conservation as demonstrated by serving at least one year as a director or associated director of a district and having a conservation plan that is approved by the district and be registered voters.

**CONTINUED ON REVERSE SIDE**

Occupation (present employment – paid or unpaid) If not relevant experience, “None” or “NA” must be entered.

Occupational Background (previous employment – paid or unpaid) If not relevant experience, “None” or “NA” must be entered.

Prior Governmental Experience (elected or appointed) If no relevant experience, “None” or “NA” must be entered.

Educational Background (schools attended– use attachment if necessary) If not relevant experience, “None” or “NA” must be entered.			
Complete Name of School	Last Grade Completed	Diploma/Degree/Certificate	Course of Study (optional)

### Residence Address Exemption

To exempt your residence address from public disclosure, complete form SEL 180 – Residence Address Exemption Request. The request for a Residence Address Exemption MUST include a publicly disclosable mailing address. See the Candidates Manual for further information.

I don’t want my residence address to be disclosed. I will be filing a separate SEL 180 – Residence Address Exemption Request.

### Campaign Finance Information

Yes, I have a candidate committee.

No, I do not expect to spend more than \$750 or receive more than \$750 during each calendar year. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$750 during a calendar year, I must follow the requirements detailed in the Campaign Finance Manual.

No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).

**By signing this document, I hereby state that:**

- I will qualify, based on provided documentation, for said office if elected; and
- All information provided by me on this form is true to the best of my knowledge; and
- I will accept the office of the SWCD director if elected to the position.

Candidate’s Signature

Date

WARNING: Supplying false information on this form may result in the conviction of a felony with a fine of up to \$125,000 and/or prison for up to five years (ORS 260.715). No person may be a candidate for more than one position on the same board to be filled at the same election (ORS 249.013).

**Return this form, along with the *Petition for Nomination Signature Sheet*:**

By email to **sandi.hiatt@oda.oregon.gov** or mail to:

Oregon Department of Agriculture, Attn: Grants Administrative Officer  
635 Capitol St. NE, Suite 100 Salem, OR 97301

**Filing deadline:**

**5:00 p.m. August 27, 2024**

**Information: All signatures must be originals (no faxed or copies) per ORS 246.021.** When collecting signatures, multiple pages can be part of the packet to collect a minimum 10 certified registered voters signatures (we recommend more than 10 in case any signatures are declared ineligible). When you are finished collecting signatures, you need to contact your county clerk's office for information about how to get the signatures certified.

## Petition for Nomination Signature Sheet

### OREGON SOIL AND WATER CONSERVATION DISTRICT DIRECTOR

Candidate's name _____	Office Petitioned For: Director of _____ Soil and Water Conservation District: <input type="checkbox"/> _____ (or) <input type="checkbox"/> _____ <small>(Zone No. 1, 2, 3, 4, or 5) (At-Large No. 1 or 2)</small>
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<p>We, the undersigned voters who reside within the boundaries of the _____ Soil and Water Conservation District, request that the candidate's name printed above, be placed upon the appropriate ballot at the next General Election for nomination to the office indicated, following the filing of this petition. <b>All signatures must be original.</b></p>	<p>This is a Candidate Nominating Petition. Signers of this Petition must be active registered voters in _____ Soil and Water Conservation District.</p>
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Signature	Date Signed (MO/DAY/YR)	Printed Name	Residence or Mailing Address	City and Zip Code
1.				
2.				
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15.				

**FOR OFFICIAL USE ONLY – COUNTY ELECTIONS OFFICIALS CERTIFICATION**

I hereby certify \_\_\_\_\_ signatures on this petition are those of active registered voters in the \_\_\_\_\_ Soil and Water Conservation District in \_\_\_\_\_ County, Oregon.

Signature of County Elections Official: \_\_\_\_\_ Date Certified: \_\_\_\_\_

**Return this Certified Petition, along with your *Declaration of Candidacy for Director* form to:**  
 By email to [sandi.hiatt@oda.oregon.gov](mailto:sandi.hiatt@oda.oregon.gov) or mail to  
 Oregon Department of Agriculture, Attn: Grants Administrative Officer 635 Capitol St. NE Suite 100, Salem, OR 97301

**Deadline to Submit to ODA:  
5:00 p.m. August 27, 2024**

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# Withdrawal of Candidacy or Nomination for Director



## Oregon Soil and Water Conservation Districts

Please type or legibly print in black or blue ink. This form can be filled out electronically and printed for submission.  
**Note:** This information is a matter of public record and may be published or reproduced.  
All fields must be completed. Do not leave any blanks.

_____ Name of Candidate (may include nickname in parentheses)	_____ District
_____ Residence Address (Street/Route, City, State, Zip Code)	_____ Position or Zone Number
_____ Phone (Home)	_____ Phone (Work)

I submit this notice of withdrawal from candidacy or nomination to the above, named office.  
My reason for withdrawal is:

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**By signing this document, I hereby state that:**

- I withdraw my candidacy or nomination for the office stated above; and
- The reasons provided for withdrawal are true to the best of my knowledge.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

**WARNING:** Supplying false information on this form may result in the conviction of a felony with a fine of up to \$125,000 and/or prison for up to five years (ORS 260.715). No person may be a candidate for more than one position on the same board to be filled at the same election (ORS 249.013).

**Return this form:**

By email to [sandi.hiatt@oda.oregon.gov](mailto:sandi.hiatt@oda.oregon.gov) or mail to:

Oregon Department of Agriculture  
Attn: Grants Administrative Officer  
635 Capitol St. NE, Suite 100  
Salem, OR 97301

**Filing deadline:**

**5:00 p.m. August 27, 2024**