K. ELECTION POLICY AND PROCEDURES

Pursuant to the authority granted to it by ORS 545.211, the Board of Directors of Tumalo Irrigation District hereby establishes the following policies and procedures for the conduct of elections by Tumalo Irrigation District.

I. Source and Hierarchy of Authority

A. Source of Authority

The election process for irrigation districts described in ORS 545.135 to ORS 545.171 differs from most other types of district elections and the general election. The process provided in chapter 545, however, is not complete, and ORS 545.041 and other provisions of that chapter provide that elections be conducted as nearly as practical in accordance with the General Election Laws. *See* ORS chapters 246, 247, and 258 in particular.

B. Hierarchy of Authority

In the event of a conflict between this policy and the applicable ORS provisions, state law shall govern. In the event of a conflict among various applicable ORS provisions, ORS chapter 545 shall govern over ORS chapters 246, 247, and 258 unless it explicitly defers to General Election Laws.

II. Definitions

Ballot means any material on which votes may be cast for Candidates or measures.

Ballot Box means the place where Ballots are stored.

Ballot Materials includes the Ballot and any other materials provided to the voter.

Board of Directors means the governing body of the Tumalo Irrigation District.

Business Entities includes corporations, general partnerships, limited partnerships, or limited liability companies.

Candidate means an elector who is nominated to hold an open Board of Directors position for the next election.

Certificate of Election means a proclamation in writing of the winner of the election.

Challenger means any Election Judge, District Officer, Election Official, or Elector challenging the eligibility of a Person to vote.

Chief Petitioner means the individual responsible for the preparation and organization of the recall petition. If the Chief Petitioner resigns or passes away, the Recall Petition is void.

District means the Tumalo Irrigation District.

District Office means the meeting place of the Board of Directors.

District Officer means a Person who holds a position on the Board of Directors.

Election Board means a Board made up of Election Judges.

Election Day means the second Tuesday in November of each year, at which one or more District Officers shall be elected. If the second Tuesday in November falls on a holiday as defined in ORS 187.010 and 187.020, the election shall be held on the day following the second Tuesday in November. In the event there is a special election, Election Day will be the date of the special election.

Election Judge means an Elector appointed by the Board of Directors to serve on the Election Board for the District.

Election Official means the District Manager of Tumalo Irrigation District who is designated as the Election Official.

Electioneering means any political communications in support of or in opposition to a clearly identified Candidate or measure, including but not limited to, circulating any cards or handbills, soliciting signatures to any petition, speeches, stickers, and signs.

Elector means a Person eligible and registered to vote in the District.

Elector Registration Form means the form completed by the Elector and filed with the Election Official registering the Elector to vote.

General Election Laws means ORS chapters 247, 250, 251, 254, and 260 and their implementing regulations.

Irrigation District Law means ORS chapter 545.

Multiple Ownership means land in the District that is held as an estate by the entirety, tenants in common, or other cases where multiple owners hold the land in the District.

Person means an individual, corporation, general partnership, limited partnership, limited liability company, public agency, the trustee of a trust, or a guardian, administrator, or executor of an estate.

ORS means the current version of the Oregon Revised Statutes.

Reasonable Attempt means a reasonable attempt to contact the Elector, which may include by telephone, first-class mail addressed to the address shown on the Elector Registration Form, if it is legible; if it is not, then to the address shown on the District's records.

Recall Election means the election held by the District after a completed Recall Petition is submitted to determine whether a District Officer is removed.

Recall Petition means the form used by the chief petitioner to recall a District Director.

Voter Pamphlet means a document that includes an imitation of a portion of the Ballot or sample Ballot.

III. Election Official – Roles and Responsibilities Generally

The District Manager of the District is designated the Election Official and shall be responsible for supervising the election process for the District.

A. Election Procedures – Generally

The Election Official shall conduct elections in compliance with the election procedures set forth in the applicable state law and this policy.

B. Maintaining the Elector Roll

The Election Official shall exercise reasonable care to maintain the Elector Registration Forms and the forms shall be available for inspection by other Electors of the District upon such rules or processes as the Election Official shall establish to preserve and protect the Elector Registration Forms. No form shall be marked or altered in any manner by any Person except the Election Official and the Elector. The Election Official shall retain the Elector Registration Form of any Elector who is no longer qualified to vote in the District for a period of four years following the date the Elector became disqualified.

C. Providing the Necessary Forms

The Election Official is responsible for maintaining and making available the necessary forms.

D. Providing Ballot Materials

On Election Day, the Election Official shall provide to the Election Board the oath of office, certification forms, and other forms and materials required by the law and this policy to conduct a valid election.

For absentee voting, the Election Official shall provide to the Elector a Ballot, a secrecy envelope, and instructions for marking and returning the Ballot.

E. Custody of Ballots

Upon the return of a Ballot, the Election Official shall keep it safely in the District's office.

IV. Elector Eligibility and Registration

A. Eligibility: To be eligible to vote, the Person must:

- Be at least 18 years of age;
- Own land within the District or be a vendee under a Contract of Sale for the purchase of land within the District; and
- Subject to the charges or assessments of the District.

B. Elector Registration

To be allowed to vote in District Elections, the Person must register to vote following the procedures set forth below.

1. Form and Location

A Person may register to vote or update their registration by delivering their registration documents to the District's office no less than 21 days prior to Election Day. Registration documents shall include:

- A completed legible Elector Registration Form;
- Copies of Deeds or a Memorandum of Contract of Sale; and
- If applicable, Certification by the legal entity of the registrant's authority to vote on behalf of the entity.

C. Business Entities

Business Entities may vote as a single owner of land through any agent authorized to vote on behalf of the entity and registered to vote according to Section IV.B.

D. Trustee of a Trust, Guardian, Administrator or Executor

Any trustee of a trust, guardian, administrator, or executor authorized to act on behalf of the Person or estate owning land within the District shall be considered an owner of land for the purposes of Irrigation District Law, when the owner in fee is not otherwise entitled to vote. The trustee of a trust, guardian, administrator, or executor must register to vote according to Section IV.B.

E. Multiple Ownership

In some cases, multiple Persons may own the same land within the District. Each Person may register to vote by following the procedures in Section IV.B.

F. Continuing Registration

After a completed Elector Registration Form has been received and certified by the Election Official, the registration shall remain in full force and effect until the Elector submits an amendment or new Elector Registration Form or until the Elector is no longer eligible to vote in the District.

G. Updating Registration

An Elector has a duty to update their registration. If the Election Official believes that an update is necessary, they shall send notice that updated registration information is needed by forwardable mail. The notice shall include a postage prepaid, preaddressed return card which the elector can complete with updated information. In the event a card is not returned 21 days prior to the next election and the Elector does not vote nor update their registration for two general elections, their registration shall be cancelled. If their registration is cancelled the Elector must re-register to vote following the procedures in Section IV.B before they can vote in an election.

H. Disqualification

An Elector becomes disqualified to vote the day they no longer meet any of the eligibility requirements in Section IV.A. When an Elector becomes disqualified to vote, the Election Official shall note on the face of the Elector Registration Form that the registration is no longer valid and the reason that it is no longer valid.

I. Incomplete Form

If the Elector Registration Form is not complete or not legible or fails to include the information required to be submitted by the Elector, the Election Official shall make a Reasonable Attempt to contact the Elector and obtain the missing information.

If the missing information pertains to the description of the land included in the District, the Election Official may review the District's assessment roll for land shown on the assessment roll in the name of the Elector, and then obtain copies of the requisite Deeds from the County Clerk's office or other source for each such parcel.

If the Election Official is unable to locate any land within the District held in the name of the Elector as shown on the District's assessment roll, the Election Official shall mail a notice by first-class mail to the address shown on the Elector Registration Form, if legible, notifying the Elector that the registration is not complete, and that the District's records show no land owned by the Elector in the District.

V. Candidates

A. Qualifications for a District Officer

To be a member of the Board of Directors for the District, the Person must have:

- Residency: The Person must be a resident of the State of Oregon; and
- Ownership: The Person must be a bona fide owner or a shareholder of a bona fide corporate owner of land situated in the District.

B. Notice

At least 60 days prior to the election, openings for the Board of Directors shall be either:

- Advertised in a newspaper of general circulation within the boundaries of the District for which the Candidate would be elected; or
- Posted in three public places within the District.

C. Nominations

An Elector can be nominated for the Board of Directors two ways: by petition or at an assembly. Nominating Petitions shall be filed with the District Office at least 35 days preceding the next Election Day. The Election Official will not accept nominations more than 75 days preceding the next Election Day.

1. Nominations by Petition

Nominations made by petition must be signed by at least 10 Electors in the District.

2. Nominations by Assembly

Nominations may also be made at an assembly of not less than 25 Electors. If a nomination is made at an assembly, the nomination shall include a list of names and addresses of the Electors who voted at the assembly.

3. Nominating Petition

Nominating Petitions shall contain:

- The Candidate's full name (if applicable, nicknames in parentheses);
- The address of the Candidate;
- The office for which the Candidate seeks nomination;

- The term of office for which the Candidate seeks nomination;
- A statement that the Candidate is qualified for the office;
- A statement that the Candidate is willing to accept the nomination and, if elected, the office;
- The signature of the Candidate;
- The printed name and address of each Elector who signed the petition or voted in the assembly; and
- A statement by the circulator of the petition that the circulator is personally acquainted with the Electors who signed the petition and affirms that the signatures are genuine.

4. Multiple Ownership

Only one nomination shall be allowed on behalf of all the owners under each Multiple Ownership. When two or more Electors attempt to nominate an Elector under this provision, only the vote of the Elector who first casts a vote shall be counted. The Election Official shall verify that not more than one of the Electors of a Multiple Ownership has signed a nominating petition or voted at an assembly.

5. Unopposed Candidates

If a Candidate is unopposed, there shall be no election. The Board of Directors shall declare such Candidate elected as District Officer at the next regularly scheduled Board meeting or at a special meeting called for that purpose. The Candidate shall receive a Certificate of Election signed by the Election Official and authenticated with the seal of the Board of Directors.

VI. General Election Procedures

The Election Official shall conduct elections in compliance with the election procedures set forth in the applicable state law and this policy.

A. Election Judges Appointment and Responsibilities

1. Appointment

Prior to publishing and posting notice of the time, place, and purpose for any election held under the Irrigation District Law, the Board of Directors must appoint three Election Judges to serve on the District's Election Board. In the order appointing the Election Board, the Board of Directors must also designate the location where the election is to be held.

If the Board of Directors fails to appoint an Election Board or an Election Judge fails to attend the opening of the polls on Election Day, the Electors of the District may appoint a Board of

Election or an Election Judge from the group of Electors present.

2. Responsibilities

Election Judges on the Election Board must take and subscribe to an oath faithfully to perform the duties imposed by law that is certified by an Elector in the District. The Election Board is responsible for:

- Electing a presiding officer from among the Election Judges on the Election Board;
- Administering and certifying oaths;
- Counting the votes; and
- Preparing a certificate of the vote.

3. Presiding Officer

The presiding officer may administer all oaths required in the progress of an election. If during the progress of any election any judge fails to act, the presiding officer may appoint additional Election Judges.

B. Publishing and Posting Notice

At least 10 days before the election, the Board of Directors shall cause the publication of the notice of time, place, and purpose of the election:

- In a newspaper of general circulation within the boundaries of the District for which the Candidate would be elected; or
- In the District Office.

C. Voting

1. In-Person Voting

Each election shall be conducted under the supervision of the Election Official and Election Board, as provided in ORS 545.139 to 545.145, inclusive, as further defined by this procedure.

a) Commencement

The polls shall be open on the day of the election from 7 a.m. to 8 p.m. Voting may commence as soon as the polls are open and may continue during all the time the polls remain open.

b) Proof of Authorization

Every Elector must provide either evidence of ownership, acreage, or other voting authorization

to be able to vote.

2. Absentee Voting

Any registered Elector may vote by absentee Ballot.

a) Notification of Intent to Vote Absentee

Prior to 29 days before the election, a registered Elector may elect to vote absentee by delivering an Absentee Voting Form to the District Office.

b) Absentee Voting Procedure

Upon receipt of the Ballot Materials, the Elector shall mark the Ballot, place it in the secrecy envelope, and seal the secrecy envelope. The Elector shall then place the secrecy envelope in the return identification envelope and sign the certification printed on the back of the envelope. The face of the envelope shall include the name and address of the Elector.

c) Delivery of Absentee Vote

The Ballot must be received by the Election Official at the District's office no later than 8 p.m. on the day of the election.

d) Verification

Before delivering the return identification envelope containing the Ballot to the Election Board, the Election Official shall compare the signature on the absentee Ballot Materials to the signature on the Elector's Registration Form on file in the District Office. If the signature appears to be the same, the return identification envelope for each such absentee Ballot shall be deposited in the Ballot Box. If submitted prior to the close of the polls, any absentee Ballots, even those contained in a secrecy envelope, shall be treated the same as all other Ballots in the Ballot Box.

3. Voting by Mail

The District may conduct an election by mail.

a) Designated by Resolution

The Board of Directors of the District shall designate by resolution, no later than the 50th day before any election, that an election will be conducted by mail.

b) Election Judges

If the election is conducted by mail, the Election Judges appointed pursuant Section VI.A are not required to be in attendance until after 8 p.m. on the day of the election.

D. Prohibitions Related to Voting

As provided in ORS 260.695 and the sections below, the District adopts certain prohibitions related to voting.

1. Sample Ballots and Imitation Voter Pamphlets

Any sample Ballot Materials and imitation Voter Pamphlets must be clearly labeled as "UNOFFICIAL." In addition, any sample Ballot Materials must state "THIS IS NOT A REAL BALLOT DO NOT USE TO VOTE" in bold and at least two times larger than the majority of text on the sample Ballot Materials. Any imitation Voter Pamphlet must state "THIS IS NOT THE OFFICIAL VOTERS' PAMPHLET" in at least 36-point font.

2. Electioneering

A Person may not do any Electioneering within any building designated for the deposit of Ballots or within 100 feet measured radially from any entrance to the building during the hours the building is open to the public for voting. A Person may not do any Electioneering by public address system located more than 100 feet from an entrance to the building if the Person can be understood within 100 feet of the building. The Electioneering need not relate to the election being conducted.

3. Obstruction

A Person may not obstruct the entrance of a building designated for voting during the hours the building is open to the public for voting.

E. Counting the Ballots

As soon as the polls are closed, at least two Election Judges shall begin counting the Ballots. One judge shall take Ballots from the Ballot Box one at a time and read aloud the name of each Person named on the Ballot and the office for which the Person is voted. The other judge(s) shall keep an accurate count of votes by tallies in duplicate. Counting shall continue without adjournment until all votes have been counted.

1. Public Process

The counting of the Ballots is a public process.

2. Number of Ballots

Pursuant to ORS 545.007 and any subsequent legislation and regulation, Electors' votes are allocated accordingly based on the total amount of acreage within the District owned by the owner that is subject to charges or assessments of the District on the basis of:

One vote for up to 40 acres;

- Two votes for 40 acres or more but not more than 160 acres; and
- Three votes for more than 160 acres.

3. Lack of Form

If the intent of the vote is clear, the vote shall be counted and not rejected for lack of form.

4. Multiple Ownership

Only one vote shall be allowed on behalf of all the owners under each Multiple Ownership. When two or more Electors attempt to cast a vote under this provision, only the vote of the Elector who first cast a vote shall be counted.

5. Stringing of Ballots

During the counting of the Ballots, the presiding officer shall string the Ballots in the order in which they are entered upon the tally lists.

F. Certification by the Election Board

1. Preparation and Signing of the Certificate by the Election Board

As soon as the votes are counted, two certificates shall be drawn up that shall state the number of votes each Candidate has received and shall designate the office for which the Person was a Candidate. All members of the Election Board shall sign the certificate.

2. Certificate to Remain with the Presiding Officer

One certificate shall be retained by the presiding officer of the Election Board and preserved by the presiding officer for at least six months.

3. Transfer to the Board of Directors

The Ballots, together with the other certificate and tally papers, and the poll list of Electors voting at the election, shall be sealed by the presiding officer in the presence of the other Election Judges, indorsed, "Election returns of the Tumalo Irrigation District," and immediately delivered to the Board of Directors. The Ballots shall be kept with the Board of Directors unopened for six months, except for the purpose of canvassing the returns or conducting a recount of the Ballots.

G. Canvassing the Returns

1. Timing

The Board of Directors shall meet at its office on the first Monday after each election to canvass the returns. If the Board of Directors has not received all the election returns, it will postpone

the canvassing of the returns until all election returns are received and all challenges are resolved.

2. Public Process

The canvassing of the returns shall be made in public.

3. Declaration of the Result

The Board of Directors shall open the returns and compute the vote of the District for each Person voted for, and declare the result. As soon as the result is declared, the Board of Directors shall enter on the records of the Board of Directors a statement of the result that includes the following information:

- The whole number of votes cast in the District and in each division of the District;
- The names of the Persons voted for;
- The office for which each Person received votes;
- The number of votes given in each division to each Person;
- The number of votes given for the office of the District Officer; and
- The term of office for which each Person received votes.

The Board of Directors shall declare elected the Person having the highest number of votes given for each office. The Election Official shall immediately make out and deliver to such Person a certificate of election, signed by the Election Official and authenticated with the seal of the Board of Directors. No informalities in conducting any election shall invalidate it if the election has been otherwise fairly conducted.

H. Recount

If any Person is of the opinion that the vote has not been correctly counted, the Person may appear on the day appointed by the Board of Directors to open and canvass the returns and demand a recount of the votes of the District. Any recount will follow the same procedures described above in Section VI.E and be completed as expeditiously as possible to minimize disruption to the operations of the Board of Directors.

I. Challenge

1. Persons Entitled to Challenge a Vote

Any Election Judge, District Officer, Election Official or Elector present at the time a Person votes may challenge that Person if the Challenger believes or knows the Person is not eligible to

vote in the District prior to that Person placing their Ballot in the Ballot Box.

2. Form of Challenge

Any challenge must be in writing and include:

- The name and address of the Challenger;
- The name of the Person challenged;
- A number of the statement of challenge assigned by the Election Official upon submission;
- A statement of facts upon which the challenge is based; and
- A statement concerning the location of the claimed land and the precise acreage for which the Elector is claiming ownership or voting authorization.

3. Notice of Challenge

The Election Official shall mail a written statement that describes the nature of the challenge to the Person whose vote is challenged and specifying that the Person has until the 14th day after Election Day to provide evidence sufficient to verify the Person's registration.

4. Review of Challenge

The Election Official shall write on the secrecy envelope the number of the Statement of Challenge so that the Ballot can be identified if the challenge is upheld and deposit the secrecy envelope in the Ballot Box. The Election Official shall then examine the challenge and determine if the Elector is validly registered to vote and if the vote was properly cast. The Ballot shall be counted only if the Election Official determines the Elector is validly registered and entitled to vote.

If the challenge is valid, then the secrecy envelope containing the number of that challenge shall be removed from the Ballot Box by the Election Judges. It shall be strung unopened and uncounted in the same manner that Ballots are strung and shall be retained in the same manner as Ballots that are counted.

If the Election Official determines that the Elector is entitled to vote, then the Election Judges shall open the secrecy envelope and deposit the Ballot in the Ballot Box prior to counting the Ballots, taking care to not disclose how the Ballot was voted, so that it cannot be determined how any Elector voted.

If the Election Official cannot reasonably determine prior to the close of the poll that the Elector was entitled to vote, then the secrecy envelope shall not be opened, but shall be strung in the same manner as the Ballots and sealed in the Ballot Box following completion of counting of the votes by the Election Judges. If the Election Official cannot confirm eligibility by the 14th

day after Election Day, the challenge is valid and the vote shall not be considered during the canvass of the votes.

VII. Recall Elections

A. Petition for Recall

Pursuant to ORS 545.189, any registered Elector may petition to recall a District Officer by completing a Recall Petition Form provided by the Election Official at least six months after the start of the District Officer's current term.

1. Prospective Recall Petition

Before the petition can be circulated for signatures, the Chief Petitioner shall file with the Election Officer a Prospective Recall Petition that contains the following forms:

- A completed SEL 350 Form that states in 200 words or less the reasons for recall; it must include the Chief Petitioner's address and signature; and
- A completed SEL 353 Cover Sheet with the template SEL 351 Signature Sheet on the reverse side.

The Election Officer shall date and time stamp the Prospective Recall Petition and verify that the forms are complete and correct. If the forms are complete and correct, the Election Officer shall assign the petition an identification number and provide written approval to the Chief Petitioner to circulate.

2. Signatures

After reviewing approval to circulate, the Chief Petitioner has 90 days to collect the requisite number of signatures. The Recall Petition shall be signed by at least:

- Fifteen percent of the total number of votes that may be cast in an election for a District Officer; or
- Fifteen percent of the total votes cast in the electoral District for all Candidates for Governor at the most recent general election at which the Candidate for Governor was elected to a full term.

Not more than one of the Electors of a Multiple Ownership may sign a Recall Petition.

3. Payment for Obtaining Signatures

Within 10 days of filing the initial Recall Petition Form, the initial petitioner must provide a statement declaring whether one or more Persons will be paid money or other valuable consideration for obtaining signatures of Electors on the Recall Petition.

After filing the Recall Petition Form, the Chief Petitioner has an ongoing duty to notify the Election Officer not later than the 10th day after the Chief Petitioner has knowledge or should have had knowledge that:

- After declaring no Person would be paid, any Person is being paid for obtaining signatures;
 or
- After declaring that one or more Persons would be paid, no Person is being paid for obtaining signatures.

B. Acceptance of Recall Petition

The Election Official has 10 days after the final Recall Petition is filed to verify the signatures of Electors. If a Recall Petition has less than 100% of the required verified signatures, it shall not be accepted for filing.

The Election Official will follow the requirements ORS 250.105 when verifying signatures on a Recall Petition.

C. Resignation

Upon acceptance of a final Recall Petition for filing, the District Officer against whom the Recall Petition was filed has five days to submit a written resignation.

D. Recall Election

If the District Officer against whom the Recall Petition has been filed does not resign, a Recall Election must be held no later than the 35th day after the last day for the District Officer to resign. Recall Elections are conducted according to the process set out in Section VI. There will be no vote by mail Recall Elections.

1. Recall Ballots

The Recall Ballot must include:

- The Chief Petitioner's reasons for demanding the recall as submitted in the Form SEL 350;
- The Statement of Justification by the District Officer (if submitted);
- The question "Do you vote to recall from the office of ?"; and
- An area to record a yes or no vote.

2. Statement of Justification by a District Office

The District Officer against whom the Recall Petition has been filed may submit a statement of justification of the public officer's course in office to the Election Official. The statement may

not be more than 200 words and must be filed with the Election Official within five days after the final Recall Petition is filed.

E. Results of Recall Election

If the Recall Election is successful, the position held by the District Officer against whom the Recall Petition has been filed automatically becomes vacant. The remaining District Officers shall appoint a replacement District Officer from among the Electors in the District. The replacement District Officer shall serve until the next annual meeting.

If the Recall Election is unsuccessful, the District Officer against whom the recalled petition has been filed will remain in office for the remainder of their term. Any additional recall petitioners filed against the District Officer against whom the recalled petition has been filed shall be accompanied by a deposit that is equal to the cost to conduct the first Recall Election.

F. Elections to Fill Vacancy

If the recall is successful, pursuant to Section VI, the District shall hold a special election to elect a successor District Officer. The successor District Officer shall take office at the next annual meeting.

VIII. OTHER ELECTION PROVISIONS

A. Americans with Disabilities Act

The District will make reasonable accommodations to enable any disabled Elector to vote in an election in which the Elector is registered and qualified to vote. The Election Official shall assist the Elector in the registration process, as is reasonably required to complete the process within the timelines of the registration process. A disabled Elector may vote by absentee Ballot, and the Election Official may make such Ballot available to the Elector, as reasonably appropriate, including taking the materials outside the location of the precinct to allow the Elector to mark the Ballot and place it in the secrecy envelope and the return identification envelope. The Ballot shall then be processed in the same manner as absentee Ballots. As appropriate, the Election Official shall also provide reasonable accommodations to Electors who have sight or hearing disabilities.

B. Appeal

Decisions of the Election Officer may be appealed in the manner provided in ORS 258.016, et seq.

C. Campaign Finance

Any Candidate or measure in any election, including initiatives, referendums, and recall petition drives must disclose contributions and expenditures as required pursuant to ORS chapter 260.