

Pend Oreille Conservation District

Candidate Statement Guidelines

Thank you for your interest in running for the office of elected supervisor of the Pend Oreille Conservation District (POCD)!

Prior to Election Day, we encourage you to take the opportunity to tell voters about who you are and how you are connected to the POCD. A candidate statement, like a biography, is a chance to do just that. It allows you to inform voters of your qualifications and desire to be elected to the office of conservation district supervisor.

If all candidates participate by the filing deadline, and all candidate statements comply with the District's policy, the POCD will publish all candidate statements as soon as practicable on the POCD website. Copies of candidate statements will also be included in the ballot envelopes that are sent to voters.

Things to think about when you write your candidate statement:

- Describe your current occupation/employer (suggested)
- Describe your position interest (suggested)
- Describe your education (suggested)
- Information about your family (optional)
- Include a photo of yourself (suggested)

Candidate statement information and requirements:

- Cannot exceed 200 words.
- Must be typed and submitted electronically or in a physical format (paper).
- May only include information about the candidate.
- Hyphenated words count as two words. Statements exceeding the word limit will be shortened by deleting full sentences from the end.
- Once submitted, the candidate is not allowed to make changes.
- Only *italics* can be used to emphasize words or phrases. Bolding, underlining, and all caps are not allowed.
- Tables, lists, and bullets are not allowed.
- The statement will not be checked for grammar, punctuation, spelling, or accuracy.

A photo may be submitted with the statement. Submitted photos become the property of POCD.

The photo must be:

- digital (JPEG format)
- current (within 5 years)
- head and shoulders only
- color photos are preferred, but black and white is acceptable

The photo must not:

- Include scenery, other people, flags, animals, or other background settings.
- Show judicial robes, law enforcement or military type uniforms.
- Reveal clothing or insignia suggesting that a public office is held.

The statement must be limited to information only about you. The POCD retains the right to eliminate information for space availability or content appropriateness at its sole discretion. Once submitted, POCD has sole discretion to publish that information as it sees fit, provided that each candidate's statement is treated equally. Inaccurate, erroneous, or offensive statements or language in the candidate statement, as determined by the POCD Election Supervisor, will result in the non-publication of the candidate statement.

Candidate statements must be submitted no later than 4:00 pm, one day after the candidate filing deadline to the POCD Election Supervisor.

As determined by POCD, the failure to properly submit the statement will result in the non-publication of the statement. Any issue a candidate has surrounding a candidate's submitted statement must be made in writing (electronic or paper) and sent to POCD's Election Supervisor. As the delegated agent of POCD, the Election Supervisor will resolve the issue as soon as practicable and inform the candidate of the decision in writing (electronic or paper).