County Extension Council Election Process

General Election 2020

www.extension.iastate.edu/CountyServices/extension-council-elections-instructions-and-forms

March - May

• At a March – May council meeting, review the election process and calendar with the extension council. (Four members are to be elected.) Council should agree on a process to identify people to serve on the nominating committee. Refer to the following resources found on the County Services website – Election Instructions and Forms:
  - Extension Council Nominating Committee Process and Orientation
  - Importance of Diversity in the Nominating Committee and Extension Council
  - Extension Council and Potential NomineeComposition Analysis (CAED-0)

• If your council has any vacancies or has appointed a council member to fill an unexpired term, verify with your county auditor if you have any two-year terms to also fill at this general election.

April - July

• At a April - July council meeting
  - Formally appoint the nominating committee. As provided for in 176A.8 of the Iowa Code, “The membership of the nominating committee shall be gender balanced.”
  - Have the secretary sign the “notice of appointment” (see CAED-1) and file it in the county office.
  - Direct appropriate county staff to provide staff assistance and help the nominating committee to find more candidates than open positions on the ballot.

• Communicate to candidates nominated by the nominating committee. (See CAED-3.)

• Distribute news releases informing people that the nominating committee has been named and candidates are being sought for the extension council.
  (See Extension Council Elections: News Releases 1 and 2)

July/August

• At the July/August council meeting acknowledge, by motion, the receipt of the nominating committee’s report.

• At least one week prior to August 26, check with the auditor’s office to verify that candidates have filed nomination papers. Filing may occur March 2 – August 26, 2020. It is appropriate to make a reminder call to candidates who had not yet filed in August. At this time, also ask the county auditor if you can receive a faxed copy of the “ballot proof” as soon as it is available for the County Agricultural Extension District section of the ballot.

• Distribute a news release announcing the names of those filing nomination papers.
  (See Extension Council Elections: News Release 3)
August/September

- No later than the first week of September, be ready to review and approve or correct the “ballot proof” for the County Agricultural Extension District section of the ballot from your auditor’s office. Make sure the numbers of votes cast for the candidates are correct (four in 2020), that candidates filling an unexpired term are voted for separately, and all candidates are listed correctly.

- In September, include information in county extension newsletters about the election and the candidates and remind people to vote.

October

- In late October, distribute the news release to the media reminding people of the election and to look for extension candidates on the ballot. (See Extension Council Elections: News Release 4)

- The county auditor will post an official notice of the election and publish the official ballot, as required by law.

November

- November 3, 2020, is Election Day.

- The Board of Supervisors will canvass the election results on either November 9 or 10, as required by law. The results become official at that time. 50.24 Canvass by board of supervisors. 1. The county board of supervisors shall meet to canvass the vote on the first Monday or Tuesday after the day of each election to which this chapter is applicable, unless the law authorizing the election specifies another date for the canvass. If that Monday or Tuesday is a public holiday, section 4.1, subsection 34, controls.

- The extension office will receive official notice from the county auditor’s office listing those elected. Those elected will receive a certificate of election from the auditor’s office.

- Send a letter to each newly elected council member:
  - Congratulate each person on his or her election, and
  - Before taking office, newly elected members shall sign the oath of office; this can be done after the canvass of the votes. Some counties host a swearing in ceremony with the county auditor or at the organizational meeting. Check with your county auditor on procedures in your county.

    If you use the official State of Iowa Oath of Office for public officials, you will need to have this form notarized. Unofficial oath of officer certificates do not need to be notarized.

    Best practices state signing the oath prior to November 18 (fifteen days after the election; the official election is the date of canvass, November 9 or 10). This is a specific requirement for extension council members, as provided for in Iowa Code176A.14, subsection 5. It states, “A member of the extension council, within fifteen days after the member’s election, shall take and sign the usual oath of public
officers which shall be filed in the office of the county auditor of the county of the extension district.”

Extension council members also may participate in other oath of office ceremonies provided by the county auditor for elected officials. Both the signing of the oath of office and having a special ceremony can be very motivating for new members.

Anyone can drop the signed oath of office forms at the auditor’s office including staff and council members (including the newly elected member).

- Inform newly elected council members of the council orientation dates and organizational meeting date and time.
- Distribute a news release to your media listing the names of those elected. (See Extension Council Elections: News Release 5)
- By December 1, 2020, complete the Election Survey (CAED-7), mail one copy to your regional director, and retain one copy for your file.