

EAST COLUMBIA BASIN IRRIGATION DISTRICT

RESOLUTION NO. 2025-13

Policy and Procedures for District Elections

WHEREAS, Chapter 87.03 RCW sets forth the qualifications of voters and directors and the requirements for the conduct of District Elections; and

WHEREAS, the District follows the director division option rather than the precinct option and the definition of elector both as set forth in RCW 87.04.010 as evidenced by the minutes of the Board of Directors meetings of November 6, 1940, November 5, 1941 and October 7, 1942; and

WHEREAS, the boundaries of Director Divisions 1, 2, 3, 4 and 5 were reaffirmed by a special District-wide election on June 22, 2004, said results being confirmed by Resolution R-60-04 adopted by the Adams County Board of Commissioners on July 7, 2004; and

WHEREAS, those Director Division boundaries are as follows:

Director Division 1: The part of the East District located in Grant County north of Wheeler Road.

Director Division 2: The Grant County portion of the District bounded on the north by Wheeler Road, on the east and south by the Grant/Adams County line, and on the west by the East District Boundary.

Director Division 3: All of the East District located in Lincoln County and that part of the East District located in Adams County north of Providence Road.

Director Division 4: Totally in Adams County, bounded on the north by the Grant/Adams County line, on the south by the Franklin/Adams County line and on the west by the East District boundary. The east boundary of this Director Division follows Booker Road from the Grant/Adams County line to Cunningham Road, then follows Cunningham Road to the east for three miles to the range line separating Ranges 30 and 31 East (Fox Road and its extension) which it follows to the Franklin/Adams County line.

Director Division 5: All of the East District located in Adams County and a portion located in Franklin County, bounded on the north by Providence Road and on the east by the East District boundary. The west boundary of this Director Division follows Booker Road from the Grant/Adams County line to Cunningham Road, then follows Cunningham Road to the east for three miles to the range line separating Ranges 30 and 31 East (Fox Road and its extension) which it follows to the Franklin/Adams County line. The south boundary is defined by the Adams/Franklin County line, and also includes certain Franklin County lands that have been included in the East District.

WHEREAS, the Board of Directors has determined to update and consolidate the District's policy and procedures for the conduct of District Elections,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the East Columbia Basin Irrigation District that the District's policy and procedures for the conduct of District Elections are stated as follows:

1.0 Director Division Filing Period

1.1 Filing periods, elections, and terms of office for the District's five Director Divisions shall occur and reoccur in the following sequence:

Year 1	Division 1 and Division 3
Year 2	Division 2 and Division 4
Year 3	Division 5

1.2 The opening of the Director Division filing period will be announced and be effective the first Wednesday of September. This announcement will be made by the President of the Board of Directors at the September regular meeting of the Board of Directors and by the issuance of a news release by the District. In the event that the regular meeting of the Board of Directors occurs later than the first Wednesday of September the issuance of the news release shall nevertheless be issued and announce the first Wednesday as the opening of the filing period.

The news release is to include a description of the qualifications to serve as Director, a general description of the Director Division boundaries, instructions of how, when, and where to file, and the date for the Director election. The news release will be posted on the District website, issued to newspapers known to be in general circulation within the District area, and may also be issued to radio and television media known to be broadcasting within the District area. Paid advertisements and legal notice advertisements are not required.

1.3 The Director Division filing period will close at 5:00 PM on the first Monday in October.

1.4 To qualify as a candidate for Director, an individual must file a Petition of Nomination signed by at least 10 qualified voters in the Director Division he or she is filing to represent and also be a qualified voter within the Director Division he or she is filing to represent. To qualify as a voter an individual must:

- 1.4.1 Be 18 years of age or older;
- 1.4.2 Be a U.S. citizen;
- 1.4.3 Be a resident of the State of Washington;
- 1.4.4 Own land or hold evidence of title to land in the District and the Director Division appearing on the ballot. Ownership of land and evidence of title includes contract sellers and purchasers of land, land held as community property with a spouse, and land held in joint or common ownership with other(s); and
- 1.4.5 Persons owning land or holding evidence of title to land in more than one Director Division shall vote only in that Director Division in which he or she owns land or holds evidence of title to land that is nearest his or her residence.

An agent of a corporation, general partnership, limited partnership, limited liability company, or other legal entity formed pursuant to the laws of the state of Washington or qualified to do business in the state of Washington, owning land or holding evidence of title to land in the District and the Director Division appearing on the ballot, who is duly

authorized in writing, shall be considered an elector of the District entitled to vote on behalf of the entity and hold the office of Director. If the entity owns land or holds evidence of title to land in more than one Director Division, the agent shall vote only in that Director Division in which the entity's principal office is located or in the Director Division nearest the location of the principal office.

1.5 Petitions of Nomination will only be available at the District's main office located at 55 North 8th Ave in Othello and only after the opening of the filing period. Each Petition form supplied by the District shall include information about the qualifications for voting and serving as a Director. Upon request, the Secretary-Manager or his designee will provide a copy of the voter list for the Director Division to the prospective candidate.

1.6 Upon filing of a Petition of Nomination at the main office the Secretary-Manager or Assistant Secretary will verify that the candidate is a qualified voter within the Director Division he or she is filing to represent and verify that the Petition includes the valid signatures of at least 10 qualified voters in that Director Division. If discrepancies or deficiencies in the Petition or in a candidate's qualifications as a voter are noted, the Secretary-Manager or his designee, in consultation with the District's Attorney, shall research the circumstances and notify the candidate. Corrections and/or additional signatures to remedy the discrepancy or deficiency may be made provided the filing period has not ended. A candidate may request a review by the Board of Directors of the Secretary-Managers' findings in such situations at a regular, continued, or special meeting provided the filing period has not ended.

2.0 When An Election Is Not Required

2.1 When only one valid Petition of Nomination for a Director Division is filed prior to the close of the filing period an election is not required.

2.2 The unopposed candidate will be declared elected by the Board of Directors at the next meeting of the Board of Directors following the close of the filing period in the manner set forth in RCW 87.03.075.

2.3 Following the declaration of election by the Board of Directors a certificate of election shall be delivered to the unopposed candidate in the manner set forth in RCW 87.03.075.

3.0 Conducting Director Elections

3.1 When two or more valid Petitions of Nomination for a Director Division are filed prior to the close of the filing period an election will be held on the second Tuesday of December.

3.2 The Board of Directors shall appoint a Board of Election and designate a polling place as set forth in RCW 87.03.085. The Board of Election shall consist of two Judges and one Inspector. Individuals serving on the Board of Election shall be paid by the District as follows:

Judges – Then current hourly rate for Year 1, Watermaster Clerk

Inspector – Then current hourly rate for Year 1, Water Records Clerk

3.3 The Secretary-Manager or his designee shall post notices of the election in the manner set forth in RCW 87.03.085 and issue a news release informing voters of the election. The news release is to include the names of the candidates, date of the election, location of polling places, voting hours, and instructions for absentee voting. The news release will be posted on the District website, issued to newspapers known to be in general circulation within the District area, and may be issued to radio and television media known to be broadcasting within the District area. Paid advertisements and legal notice advertisements are not required.

3.4 The Secretary-Manager or his designee shall procure and manage ballots in the manner set forth in RCW 87.03.075. The names of the candidates are to be printed on the ballot in the chronological order in which their respective Petition of Nomination were filed with the District. Ballots shall contain a space for the writing in of the name of an undeclared candidate.

3.5 Absentee voting is to be made available and carried out in the manner set forth in RCW 87.03.031, 87.03.032, 87.03.033, and 87.03.034. Requests for absentee ballots must be made on forms provided by the District. Fax requests are permissible only if they are on forms provided by the District. Email requests are not permissible.

3.6 Upon request, the Secretary-Manager or his designee will provide a copy of the voter list for the Director Division to the candidate. The voter list shall be prepared using the District's assessment roll, toll and charge roll, other District records, and the county assessor or other public records.

3.7 Candidates may distribute Absentee Voter Application forms to voters. Candidates may not distribute absentee ballots.

3.8 Voters may deliver absentee ballots to the District's Main office rather than by mail up until 8:00 PM on election day. Voters may submit written requests for absentee ballots in the reception area of the District's Main Office until noon on election day when all ballots are transferred to the Board of Election. Voters may deliver absentee ballots to the Board of Election, if all documents and envelopes are included, on the day of the election during the hours the polls are open for voting.

3.9 On the day of election the District's Main Office shall be kept open until 8:00 PM for the purpose of responding to questions or requests for assistance from the Board of Election and for the acceptance of absentee ballots delivered by voters.

3.10 On election day the voting shall be carried out in the manner set forth by RCW 87.03.090, 87.03.095 and 87.03.100. The Secretary-Manager or his designee shall provide assistance to the Board of Election to the extent requested. Once voting begins, neither the Secretary-Manager nor any other employee or Director of the District may enter the polling place except for the purpose of exercising a right to vote as a landowner. Questions or requests for assistance by the Board of Election are to be communicated to the Secretary-Manager or his designee by telephonic means or by conversation held outside the polling place.

3.11 The Secretary-Manager or his designee shall prepare additional instructions and reference materials regarding the management of ballots and conduct of elections for

use by District staff and the Board of Election, said information being consistent with the appropriate provisions of Chapter 87.03 RCW and this Resolution.

3.12 The Board of Directors shall meet on the second Wednesday following the election date to canvass the election returns as set forth by RCW 87.03.105 and to report the result of the election and issue a certificate of election as set forth by RCW 87.03.110.

4.0 Terms of Directors

4.1 Terms for Directors begin on the first Tuesday in January following his or her election and are for a period of 3 years or until a successor is elected as set forth by RCW 87.03.080.

4.2 Directors commencing a new term shall take and subscribe an official oath of office at the first meeting of the Board of Directors following the beginning of their term as set forth by RCW 87.03.082.

4.3 The District provides a blanket bond for all Directors. The premium for said bond is at the expense of the District.

5.0 Filling Vacant Director Positions

Director positions that become vacant shall be filled by appointment by the Adams County Board of Commissioners and the appointee shall serve and stand for election all as set forth by RCW 87.03.081.

6.0 Annual Notices

The District shall annually post the information set forth in RCW 87.03.085(2) on its website.

7.0 Written Challenges and Cure

7.1 A person's right to vote in an election may be challenged by the filing of an affidavit by a member of the public within five (5) days of the declaration of result of election is made by the Board of Directors under RCW 87.03.105. The affidavit shall set forth the name of the challenger, the name of the challenged voter or voters, and shall provide with specificity the basis for the challenge to the person's right to vote.

7.2 The Board of Directors shall hold a special meeting to hear the challenge no later than twenty (20) days of the receipt of the affidavit. At the time and place of hearing, all persons interested may appear before the Board and provide evidence regarding the challenge. Upon the conclusion of the hearing, the Board of Directors shall announce the determination of the challenge and either confirm or annul the declaration of result of election based upon the determination.

7.3 No election for District Director may be set aside on account of illegal votes, unless it appears that an amount of illegal votes has been given to the person whose right is being contested, that, if taken from that person, would reduce the

number of the person's legal votes below the number of votes given to some other person for the same office, after deducting therefrom the illegal votes that may be shown to have been given to the other person.

- 7.4 No election for a measure may be set aside on account of illegal votes, unless it appears that an amount of illegal votes has been given to the winning choice being contested, that, if taken from that winning choice, would reduce the number of legal votes for the winning choice below the number of votes given to the other choice, after deducting therefrom the illegal votes that may be shown to have been given to the other choice.
- 7.5 Within seven days of the resolution of the challenge, the outcome of the challenge will be posted on the district website, for at least two weeks.
- 7.6 Lists and reports of ballots, election outcomes, voter challenges, and challenge outcomes, and curing of errors shall be maintained for six months after the date of the election and made available to the public.

BE IT FURTHER RESOLVED that Resolution 2019-16, Resolution 2007-10, 2001-02 and 2000-05, and 2019-16 is superseded by this Resolution.

DULY ADOPTED in Open Meeting this 3rd day of September 2025.



(Seal)

Attest:


Secretary





