

CONSERVATION  
DISTRICT

JEOPARDY GAME

2006 VERSION

# Conservation District Law for 10

- These constitute governmental subdivisions of this state and a public body, corporate and politic

## ***What are Conservation Districts***

- Sec. 9308 (1) A conservation district organized under this part constitutes a governmental subdivision of this state and a public body corporate and politic....

# Conservation District Law for 20

- These people may be removed by MDA upon notice and hearing for neglect of duty or malfeasance in office

## ***Who are District directors***

- Sec. 9307 (7) ...Any director may be removed by the department upon notice and hearing for neglect of duty or malfeasance in office, but for no other reason.

# Conservation District Law for 30

- This agency oversees and certifies CD elections

## ***Who is the Michigan Department of Agriculture***

- **Sec. 9307 (3)**  
Director elections shall be certified by the department. A director shall hold office until a successor has been elected and qualified. Vacancies shall be filled by appointment by the board until the next annual meeting

# Conservation District Law for 40

- The directors shall provide for the execution of surety bonds for this group of people

***Who are all employees and officers who are entrusted with district funds or property***

- Sec. 9307 (6) The directors shall provide for the execution of surety bonds for all employees and officers who are entrusted with funds or property, check signers and/or administrators. The amount of the surety bond is the balance at end of FY or \$10,000 whichever is the greater.

# Conservation District Law for 50

- A per diem for a director may be equal to, but not exceed this esteemed person's per diem.

## ***Who is a member of the commission of agriculture***

- Sec. 9307 (4) A director may be paid a per diem for time spent undertaking his or her duties as a director in an amount not to exceed the per diem paid to a member of the commission of agriculture (currently \$75.00 )

# Elections for 10

- District Director elections typically take place once a year at this important function. The board sets the date for it.

## ***What is the Annual Meeting***

- Sec. 9307 (2) All Directors shall be elected at an Annual Meeting by residents of the Districts...The Annual Meeting shall be held at a date determined by the Board of Directors of the District.

# Elections for 20

- Vacancies on the board are filled (until the next annual meeting) by this method.

## ***What is “appointment by the board”***

- Sec. 9307 (3) Vacancies shall be filled by appointment by the board until the next annual meeting.



# Elections for 30

- The term of office for a Director

## ***What is four years?***

- *Sec. 9307 (2) The term of office of each director shall be 4 years.*

# Elections for 40

- Absentee ballots may be cast during this time period

***What is “at any time after publication of the notice and prior to the annual meeting.”***

- Sec. 9307 (2) (a) In person at the conservation district office. (b) By mail received at the conservation district office....anytime after publication of notice and prior to annual meeting... least 45 days prior to the date of the annual meeting.”

# Elections for 50

- A petition to be on the ballot, signed by at least 5 residents, must be filed within this time period

## ***What is “at least 60 days prior to the annual meeting”***

- Sec. 9307 (2) At least 60 days prior to the annual meeting, a candidate for conservation district director must file at the conservation district office, a petition signed by 5 residents of the district.

# Open Meetings for 10

- This must appear in the public notice of a meeting

***What is name, address and phone number of the district***

- Directors Handbook pg 13, Opts Handbook pg 47 (tab 7, section 6 number 2)Public notice of a meeting “shall contain name, address, and phone number of the body and shall be posted at its principal office and other locations considered appropriate by the public body.”

# Open Meetings for 20

- This must be posted within 10 days after the board's 1<sup>st</sup> meeting of the calendar or fiscal year

## ***What is notice of schedule of regular meetings***

- Directors Handbook pg 13 #3, Opts Handbook pg 47 tab 7, section 6 #3; Notice of schedule of regular meetings must be made within 10 days after the board's first meeting of the calendar year or its fiscal year.

# Open Meetings for 30

- This is the time period for posting changes in a regular scheduled meeting

***What is “within three days of the meeting at which the date change was made”***

- Directors Handbook pg 13 #4, Opts Handbook pg 47 (tab 7, section 6 #4) Changes in regular schedule must be posted within three days of the meeting at which the date change was made.

# Open Meetings for 40

- The number of hours in advance that a special meeting notice must be posted

## ***What is 18 hours***

- Directors Handbook pg 13 #5, Opts Handbook pg 47 tab 7, section 6 #5; Special meetings must be posted at least 18 hours in advance.

# Open Meetings for 50

- A closed session is allowed when these people request it because of possible dismissal, suspension, disciplinary action or to hear a complaint

## ***Who is a public officer, employee, staff member or individual agent***

- Directors Handbook pg 14 #1, Opts Handbook pg 49 #1, tab 7, section 6 #1; To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent, when the named person requests a closed hearing.



# Acronyms for 10

- NACD

***What is the National Association of  
Conservation Districts***

- Appendix A, Directors handbook pg 43 Opts  
handbook Section 13 page 93

# Acronyms for 20

- MAEAP

***What is the Michigan Agriculture Environmental Assurance Program***

- Directors handbook Appendix A pg 42, Opts handbook Appendix A, Section 13 page 92

# Acronyms for 30

- CNMP

***What is Comprehensive Nutrient Management Plan***

- Directors handbook Appendix A pg 41, Opts handbook Appendix A, Section 13 page 90

# Acronyms for 40

- FAP

## ***What is the Forestry Assistance Program***

- Appendix A Directors handbook pg 42,  
Opts Handbook Section 13, pg 91

# Acronyms for 50

- MGSP

***What is the Michigan Groundwater Stewardship Program***

- Appendix A, Directors handbook pg 42, Opts handbook section 13 pg 92, MGSP - Michigan Groundwater Stewardship Program - A state program providing technical assistance and cost-share to farmers and landowners to identify and decrease risk to groundwater from pesticide and nitrogen fertilizer contamination. Administered through MDA.

# Operations Grant for 10

- A district will develop one of these every 5 years

## ***What is a Resource Assessment***

- Operations Grant, Special Terms and Conditions B, 2, a “Every five (5) years the conservation starting in 2001 district shall conduct an assessment and analysis of local resource problems and concerns and develop a resource assessment of the county that identifies and summarizes the district board’s priority issues.”

# Operations Grant for 20

- Each district will complete this by September 15, in order to receive final grant payment.

## ***What is an Annual Plan of Work or What is a Resource Assessment?***

- Operations Grant, Special Terms and Conditions II.B.2.b.

# Operations Grant for 30

- The minimum time a district office must be staffed and open per week

## ***What is 24 hours***

- Operations Grant, Special Terms and Conditions B.1.a.



# Operations Grant for 40

- Every other year a district must undergo THIS if their operating income is in excess of \$75,000.

## ***What is a GAAS audit***

- Operations Grant, Special Terms and Conditions  
E.1. “...excess of \$75,000.00 during the fiscal year...must undergo a Generally Accepted Auditing Standards (GAAS) audit.”

# Operations Grant for 50

- Conservation Districts shall provide copies of these two documents each month to MDA in Lansing

## ***What are board minutes and financial statements***

- Operations Grant, Special Terms and Conditions  
B.2.c.

# Potpourri for 10

- A majority of the directors - necessary to conduct business - is also known as this

## ***What is a quorum***

- Sec. 9307 (4) A majority of the directors constitutes a quorum, and the concurrence of a majority in any matter with their duties is required for its determination.

# Potpourri for 20

- The directors shall designate this leadership position annually

## ***What is the chairperson***

- Sec. 9307 (1) A conservation district board shall consist of 5 directors, elected or appointed as provided in this part. The directors shall designate a chairperson annually.

# Potpourri for 30

- This person may vote in a district election

## ***Who is a resident***

- Sec. 9301 (m) “Resident” means a person who is of legal age to vote and can demonstrate residency in the district via 1 piece of identification.
- Sec. 9307 (2) ...All directors shall be elected at an annual meeting by residents of the district .

# Potpourri for 40

- Minutes, records, manuals and rules are subject to this Act

## ***What is the Freedom of Information Act (FOIA)***

- Directors Handbook Appendix C-II pg 50(Public Act 553, as amended 1996)
- 9303(2)A writing prepared, owned, used, in the possession of, or retained by a CD board in the performance of an official function shall be made available to the public in compliance with the FOIA

# Potpourri for 50

- This is the MACD President

## ***Who is Tom Middleton***

- MACD 2006 State Council Members and Staff List