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Cheryl Subler, Executive Director

Date: October 1, 2020

To: All County Commissioners, County Executives and County Council Members

From: Lenny Eliason, Athens County Commissioner & CCAO Nominating Committee Chair

Subj: CCAO Nominating Committee Procedures

I have been appointed by CCAO President Carl Davis to serve as chair of the CCAO Nominating Committee for 2020. Other members of the Committee include:

1. Tony Anderson, Fayette County Commissioner
2. Lori Kokoski, Lorain County Commissioner
3. Jeff Fix, Fairfield County Commissioner
4. Chris Abbuhl, Tuscarawas County Commissioner

The CCAO Bylaws entrust us with the responsibility of recommending candidates for the offices of president, first vice president, secretary, treasurer, and eight members of the Board of Directors for a two-year term of office. In addition, the Committee will fill any vacancies in the event that members previously elected to serve in 2021 will not be returning to office or where a member forfeits office for non-attendance. The CCAO Bylaws provide that the Board of Directors is composed of up to 35 members: 5 officers, 15 elected board members, 9 members appointed by the president, and the 6 most recent past presidents who still hold the office of county commissioner, elected executive, or member of the legislative authority of any charter county.

The Nominating Committee is also governed by a Board resolution adopted in 2011 that limits the number of consecutive years a person can serve as either Treasurer (not more than three consecutive years) or Secretary (not more than one consecutive year). Also, persons serving in the offices of Treasurer and Secretary must be of different political parties. In addition, in order to be eligible to be nominated as an officer, an individual must be from a member county and have served a term of at least one year on the CCAO Board of Directors.



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The Nominating Committee is also governed by the following procedures adopted in 2015:

- The Nominating Committee should place on the ballot the names of all eligible candidates who have requested to be nominated to the office of Second Vice President. The person receiving the highest number of votes at the election conducted during the annual business meeting would be elected to the office of Second Vice President.
- The Nominating Committee should automatically nominate the then-sitting Second Vice President for the office of First Vice President, and the then-sitting First Vice President for the office of President.
- Nominations other than the Nominating Committee's for the offices of Secretary, Treasurer, First Vice President and President, will only be accepted from the floor at the election.
 - Also new is a Bylaws amendment that was adopted in 2015 that allows the CCAO President to serve more than one year as long as the years are not consecutive.

We also want to remind members that the Bylaws require each member county designate an Official Representative and Alternate when voting at the Annual Meeting or any special meeting of the Association

The designation of the Official Representative and Alternate for a county organized under the statutory form of county government is by resolution of the board of county commissioners. In the case of a county organized as a charter county, the elected executive designates, by a letter signed by the executive, the Official Representative and an Alternate. Please note in designating the Official Representative and Alternate, a member county may only name a county commissioner, elected executive, or a member of county council.

A memo explaining the process along with a sample *Designation of Official Representative and Alternate Resolution* and a sample letter for County Executives can be found on the CCAO Website at www.ccao.org. ***If you have not already done so, please send a copy of your resolution or letter designating your Official Representative and Alternate to Robin Garrett, CCAO, 209 East State Street, Columbus, Ohio 43215-4309 or at rgarrett@ccao.org so that we may maintain a record of the names in our files for voting purposes.*** Should you have any questions or to confirm that we have received a copy of your resolution or letter, please contact Robin Garrett at 1-614-307-6399 or at rgarrett@ccao.org.

The seven members whose terms to the Board expire this year include: Casey Koslowski (Ashtabula), Gary Merrell (Delaware), John O'Grady (Franklin), Glenn Miller (Henry), Pete Gerken (Lucas), Chris Day (Preble), Paula Prentice (Summit).

The CCAO Bylaws also provides the six most recent past presidents who still hold the

office of county commissioner, elected executive, or member of the legislative authority of any charter county or any county organized under an alternative form of county government and who elect to serve as a member, a seat on the Board of Directors. In 2021 those individuals will include: Carl Davis (Monroe), Julie Ehemann (Shelby), Doug Corcoran (Ross), Mike Halleck (Columbiana), Lenny Eliason (Athens), and Deborah Lieberman (Montgomery).

The CCAO Board of Directors typically meets nine times a year, and with no more than 35 commissioners serving on the Board, attendance and participation is vital. While there are circumstances where an individual cannot attend a meeting, this should not be the norm. I must stress the fact that we need people who are committed to attending and participating in a majority of the meetings.

The Nominating Committee Report will be published on the web at www.ccao.org on November 22. The Business Meeting for election of officers and board members is scheduled for Thursday, December 10, 2020. Nominations will also be accepted from the floor.

If you are interested in serving on the Board for a two-year term or as an officer, please complete the attached Nominating Committee Request Form. You can request consideration for more than one office. Also note that if you request consideration to serve on the Board for a two-year term and/or as an officer and are not nominated, your name will automatically be submitted for a Presidential Appointment to the Board of Directors. ***You are also requested to fill out and return the attached candidate questionnaire with your CCAO Nominating Committee Form.***

Finally, both forms must be returned no later than November 1, 2020, to the committee chair: **Lenny Eliason, 11 Old Coach Road, Athens, OH 45701, or you may email your form to leliason@athensoh.org.**

In addition, **mail a copy to CCAO, 209 E. State Street, Columbus, OH 43215-4309, in an envelope marked: NOMINATING COMMITTEE – ATTENTION: Robin Garrett or you may email your form to rgarrett@ccao.org.**

If you have any questions, feel free to contact Lenny Eliason at 740-592-3222, or call CCAO Executive Director Cheryl Subler at (614) 746-8507.

2020 CCAO NOMINATING COMMITTEE REQUEST FORM

I wish to be considered for the following officer positions or as a member of the Board of the County Commissioners' Association of Ohio to be elected on Thursday, December 10, 2020. The CCAO Bylaws require that any person, who runs for an officer of the Association, must have previously served on the CCAO Board of Directors. (Note: Any person may request consideration for more than one office. Any person who is not recommended for that office will automatically be considered for a position on the Board).

- _____ President
- _____ First Vice President
- _____ Second Vice President* (*name to be placed on ballot and voted on from the floor*)
- _____ Secretary
- _____ Treasurer
- _____ Member of the Board of Directors for a two-year term (seven to be elected this year).
- _____ Past President of CCAO who desires to become an automatic member of the Board of Directors.

NAME _____ COUNTY _____

**Commencing in 2016, the names of all eligible candidates who have requested to be nominated to the office of Second Vice President shall be placed on a ballot. The person receiving the highest number of votes at the election conducted during the annual business meeting will be elected to the office of Second Vice President.*

PLEASE RETURN BY NO LATER THAN NOVEMBER 1, 2020 TO: Lenny Eliason at 11 Old Coach Road, Athens, OH 45701 or email at leliason@athensoh.org.

In addition, mail a copy to CCAO, 209 E. State Street, Columbus, OH 43215-4309, in an envelope marked: **NOMINATING COMMITTEE - ATTENTION: Robin Garrett** or you may email your form to rgarrett@ccao.org.

**CCAO NOMINATING COMMITTEE
CANDIDATE QUESTIONNAIRE**

(Please return with your Nominating Committee Form no later than November 1, 2020)

NAME _____ COUNTY _____

1. List what you consider your most important attributes for the position requested, why you want to serve, and what you can contribute to the Board?

2. Please list any specific areas in which you may have contacts or expertise that will be beneficial to CCAO.

3. Please list any specific state or federal legislative initiatives or issues that you have a special interest in and that you would like to work on.

Continued

4. Please complete the following sentence: "If I could change one thing at CCAO I would:

5. Please suggest any new programs, services, activities, or strategies you feel CCAO should initiate or develop.

(Please return with your Nominating Committee Form no later than November 1, 2020)

NAME _____ COUNTY _____