



**STRONGER COUNTIES. STRONGER OHIO.**

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Cheryl Subler, Executive Director

Date: October 3, 2022

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

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CCAO President Debbie Lieberman has appointed me to serve as chair of the CCAO Nominating Committee for 2022. Other members of the Committee include:

1. Kathryn Whittington, Ashtabula County
2. Judy Dodge, Montgomery County
3. Tom Whiston, Morrow County
4. Shannon Jones, Warren County

The CCAO Code of Regulations entrusts us with the responsibility of nominating candidates for the offices of president, first vice president, second vice president, secretary, treasurer, and seven 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 2022 will not be returning to office or where a member forfeits office for non-attendance. The CCAO Code of Regulations provides 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 Code of Regulations specifies that in order to be eligible to be nominated as an officer, an individual must be from a member county and has served a term of at least one year on the CCAO Board of Directors. In addition, the Code of Regulations 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.



The Code of Regulations assumes that the Nominating Committee will 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. Additional nominations will be accepted from the floor for these two positions. And, the CCAO President may serve more than one year as long as the years are not consecutive.

Since CCAO's current First Vice President will not be available to serve as President in 2023, I have consulted the Association's outside legal counsel for guidance as to how the Nominating Committee should proceed since the Code of Regulations is silent on this situation. According to counsel:

*Per our conversation with respect to the nominating committee and their responsibilities in the situation this year where the committee cannot nominate the current First Vice-President for President, as Article VIII, Section 10(a) of the Code of Regulations assumes it will, there is no language that limits the Nominating Committee with respect to whether they can nominate just one person or multiple people for the position of President. The section is silent on this point. Obviously, however, whoever is nominated would need to meet the political balance requirements of that section and the nominating committee would need to consider the factors in Article X, Section 1, which sets forth the general duties of the nominating committee. Also, as previously discussed, Article VIII, Section 10(a) allows for nominations from the floor at the Annual Meeting as well for the position of President, assuming the member nominated meets all requirements of that section.*

Thus, as the Nominating Committee meets and deliberates this fall, we will act in accordance with the Code of Regulations and guidance provided above in nominating an individual or individuals for the office of President.

The Nominating Committee will provide nominations for the offices of President, First Vice President, Secretary, and Treasurer. In addition to the Nominating Committee's nominations, additional nominations for the offices of President and First Vice President can be accepted from the floor at the election pursuant to the Code of Regulations.

In addition, 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 seven members whose terms to the Board expire this year include: Commissioners Ron Amstutz (Wayne), Pete Gerken (Lucas), Casey Kozlowski (Ashtabula), John O'Grady (Franklin), Gary Merrell (Delaware), David Painter (Clermont), and Christiane Schmenk (Union).

The CCAO Code of Regulations provides the six most recent past presidents who still hold the office of county commissioner, executive, or county council and who elect to serve as a member, on the Board of Directors may have a seat. In 2023 those individuals will include: Debbie Lieberman (Montgomery), Tim Bubb (Licking), Julie Ehemann

(Shelby), Doug Corcoran (Ross), Mike Halleck (Columbiana) and Lenny Eliason (Athens).

The CCAO Board of Directors typically meets nine times a year, and 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 engaging in a majority of the meetings.

The Nominating Committee Report will be published on the web at [www.ccao.org](http://www.ccao.org) on November 22. The Business Meeting for election of officers and board members is scheduled for Thursday, December 8, 2022. Nominations will be accepted from the floor as described above.

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. ***Please 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, 2022**, to the committee chair: **Lenny Eliason, 13 Meadow Lane, Athens, OH 45701**, or you may email your form to [leliason@athensoh.org](mailto:leliason@athensoh.org).

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

Please remember the Code of Regulations requires each member county to designate an Official Representative and Alternate to cast the county's vote 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 name only a county commissioner, executive or council member.

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](http://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](mailto: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](mailto:rgarrett@ccao.org).

## 2022 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 8, 2022. The CCAO Code of Regulations requires 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  
*(According to Code of Regulations, practically speaking, this candidate should be a Republican member with one-year CCAO Board experience)*

\_\_\_\_\_ First Vice President  
*(According to Code of Regulations, practically speaking, this candidate should be a Democrat member with one-year CCAO Board experience, and it is presumed the Nominating Committee will put forth the name of the 2022 Second Vice President)*

\_\_\_\_\_ Second Vice President\*  
*(According to Code of Regulations, practically speaking, this candidate should be a Republican member with one-year CCAO Board experience)*

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Member of the Board of Directors for a two-year term *(seven to be elected)*

\_\_\_\_\_ Past President of CCAO who desires to become an automatic member to 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, 2022 TO:** Commissioner Lenny Eliason at 13 Meadow Lane, Athens, OH 45701, or email at [leliason@athensoh.org](mailto:leliason@athensoh.org).

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

**CCAO NOMINATING COMMITTEE  
CANDIDATE QUESTIONNAIRE**

*(Please return with your Nominating Committee Form no later than November 1, 2022)*

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?

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

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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.

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Continued

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

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

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*(Please return with your Nominating Committee Form no later than November 1, 2022)*

NAME \_\_\_\_\_ COUNTY \_\_\_\_\_