STRONGER COUNTIES. STRONGER OHIO.
209 East State Street, Columbus, Ohio 43215-4309
Phone: 614-221-5627 • Fax: 614-221-6986
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Cheryl Subler, Executive Director

Date: January 2, 2025

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

From: Cheryl Subler, Executive Director
Robin Garrett, Boards' Liaison & Events Manager

Subj: Designation of Official Representative and Alternate for CCAO Membership Meetings – **New Forms Request for 2025**

It is time once again for counties to submit their annual resolution to CCAO designating their Representative and Alternate. Pursuant to the CCAO Code of Regulations this designation establishes who is eligible to vote at association membership meetings. This procedure applies to the election of officers and members of the Board of Directors as well as the adoption of resolutions, policy statements, or amendments to the association bylaws when addressed during a full membership meeting.

Our Bylaws specify that the designation of the Representative and Alternate as follows:

County Commissioners – A resolution is to be adopted by the Board of County Commissioners designating the Representative and Alternate for the county. *A sample resolution is attached for your convenience.*

County Charter – The elected executive designates, by signed letter, the Representative and Alternate for the county. *A sample letter is attached for your convenience.*

- ***Please note in designating the Official Representative and Alternate, a member county may only name a county commissioner, elected executive, or the member of the legislative authority of any charter county.***

Please remember that counties are required to submit a new resolution **every year** to CCAO designating their Representative and Alternate, and **many clerks make this an annual action item *during their reorganization meeting in January.***

Once executed, please send a copy of your resolution or letter to Robin Garrett, CCAO, 209 East State Street, Columbus, Ohio 43215 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, please feel free to contact Robin Garrett at 1-614-307-6399 or rgarrett@ccao.org.

CORSA PROPERTY & CASUALTY
County Employee Benefit Consortium of Ohio CEBCO Health & Wellness
CCAO COUNTY COMMISSIONERS ASSOCIATION OF OHIO SERVICE CORPORATION

SAMPLE RESOLUTION

RESOLUTION # _____

RESOLUTION TO DESIGNATE THE OFFICIAL REPRESENTATIVE AND ALTERNATE FOR THE PURPOSE OF VOTING AT THE ANNUAL MEETING OF THE COUNTY COMMISSIONERS ASSOCIATION OF OHIO IN 2025.

Commissioner _____ moved the adoption of the following resolution:

WHEREAS, Article IV, Section 6, of the Code of Regulations of the County Commissioners' Association of Ohio requires each member county to, for the purpose of voting at any annual or special meeting of the Association, designate an Official Representative and Alternate; and

WHEREAS, the designation of the Official Representative and Alternate for a county organized under the statutory form of county government shall be by resolution of the board of county commissioners; and

WHEREAS, in designating the Official Representative and Alternate only a member of the board of county commissioners is eligible to be designated as the Official Representative and Alternate;

NOW THEREFORE BE IT RESOLVED that (name and title) is designated as the Official Voting Representative)
of _____ County.

BE IT FURTHER RESOLVED that (name and title)
is designated as the Alternate Voting Representative of _____ County.

The motion was seconded by Commissioner _____

Roll Call Vote:

Commissioner _____
Commissioner _____
Commissioner _____

PASSED AND ADOPTED by the Board of County Commissioners of _____ County
at _____ City, on the _____ Day of _____, 2025.

STATE OF OHIO)

) SS.

COUNTY OF)

I,_____, Clerk of the Board of County of

_____(county)_____County, Ohio, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regularly scheduled and conducted meeting held on the stated date, which resolution is on file and of record in the office of said board.

_____

Clerk

After you have passed your resolution designating your Official Representative and Alternate, please send a copy of the resolution to Robin Garrett, CCAO, 209 East State Street, Columbus, Ohio 43215 or at rgarrett@ccao.org. CCAO will maintain in our files a record of the Official Representative and Alternate for each county for voting purposes.

Date

County Commissioners' Association of Ohio
209 East State Street
Columbus, Ohio 43215

Dear

As required by the Code of Regulations of the County Commissioners' Association of Ohio, each member county must, for the purpose of voting at any annual or special meeting of the Association, designate an Official Representative and Alternate. In the case of a county organized as a charter county where the position of elected executive has been established, the elected executive designates the Official Representative and an Alternate.

In designating the Official Representative and Alternate, I understand that those eligible to be designated are limited to the elected executive or a member of the County Council. The purpose of this letter is to designate (insert name and title) as the Official Representative and (insert name and title) as the Alternate to vote at the Annual Meeting of the County Commissioners Association of Ohio in 2025.

Sincerely,

Print Name_____
County Executive