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

From: Cheryl Subler, Executive Director

Date: August 11, 2020

Subject: Designation of Official Representative and Alternate for CCAO Membership Meetings – New Forms Request for 2020

This is a quick reminder to submit your annual resolution to CCAO designating your Representative and Alternate. Pursuant to the CCAO Code of Regulations this designation establishes who is eligible to vote at membership meetings. This procedure applies to the election of officers and members of the Board of Directors; the adoption of resolutions, policy statements, legislative program; or amendments to the Bylaws.

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 Alternate and Representative and many clerks make this an annual action item during their reorganization meeting in January. If you are receiving this notice at this time, we have not yet received your resolution.

Once executed, please send a copy of your resolution or letter to Robin Garrett, at rgarrett@ccao.org, so that we may maintain a record of the names in our files for voting purposes. A hard copy should be sent as a follow-up to our office at:

CCAO • 209 East State Street • Columbus, OH 43215

If you have questions, please feel free to contact Robin at rgarrett@ccao.org or on her cell at 614-307-6399.

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 _____________________, 2020.