



September 18, 2015

MEMO

TO: ALL COUNTY COMMISSIONERS, COUNTY EXECUTIVES AND COUNTY COUNCIL MEMBERS

FROM: SUZANNE K. DULANEY, EXECUTIVE DIRECTOR

SUBJ: DESIGNATION OF OFFICIAL REPRESENTATIVE AND ALTERNATE FOR CCAO MEMBERSHIP MEETINGS – NEW FORMS REQUEST FOR 2015

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 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.**

*Once executed, please send a copy of your resolution or letter to Kathy Dillon, CCAO, 209 East State Street, Columbus, Ohio 43215 or at [kathydillon@ccao.org](mailto:kathydillon@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 Kathy Dillon at 1-888-757-1904 or at [kathydillon@ccao.org](mailto:kathydillon@ccao.org).*

**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 2015**

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 \_\_\_\_\_, 2015.

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 Kathy Dillon, CCAO, 209 East State Street, Columbus, Ohio 43215 or at [kathydillon@ccao.org](mailto:kathydillon@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 2015.

Sincerely,

Name \_\_\_\_\_

\_\_\_\_\_ County Executive