



Voting procedures for annual business meeting

The CCAO 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 front page of 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 Kathy Dillon, CCAO, 209 East State Street, Columbus, OH 43215 or at kathydillon@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 Kathy Dillon at (888) 757-1904 or at kathydillon@ccao.org.