



September 15, 2017

MEMO

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

**FROM: DOUG CORCORAN, ROSS COUNTY COMMISSIONER
CCAO NOMINATING COMMITTEE CHAIR**

SUBJ: CCAO NOMINATING COMMITTEE PROCEDURES

I have been appointed by CCAO President Edwin Humphrey to serve as chair of the CCAO Nominating Committee for 2017. Other members of the Committee include:

1. Lenny Eliason, Athens County Commissioner
2. Mike Halleck, Columbiana County Commissioner
3. Gary Lee, Union County Commissioner
4. Kerry Metzger, Tuscarawas County Commissioner

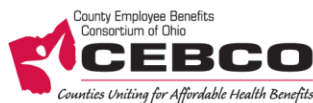
The CCAO Bylaws entrust us with the responsibility of recommending candidates for the offices of president, first vice president, secretary, treasurer, and eight members of the Board of Directors for a two-year term of office. In addition, the Committee will fill any vacancies in the event that members previously elected to serve in 2018 will not be returning to office or where a member forfeits office for non-attendance. The CCAO Bylaws provide that the Board of Directors is composed of up to 35 members: five officers, 15 elected board members, nine members appointed by the president, and the six 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 Nominating Committee is also governed by a Board resolution adopted in 2011 that 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. In addition, in order to be eligible to be nominated as an officer, an individual must be from a member county and have served a term of at least one year on the CCAO Board of Directors.



County Risk
Sharing Authority

Fax: 614-220-0209
www.corsa.org



County Employee Benefits
Consortium of Ohio
CEBCO
Counties Uniting for Affordable Health Benefits

Fax: 614-229-4588
www.cebco.org



**County Commissioners
Association of Ohio
Service Corporation**

Fax: 614-221-6986
www.ccao.org

The Nominating Committee is also governed by the following procedures adopted in 2015:

- 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 Nominating Committee should automatically 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.
 - Nominations other than the Nominating Committee's for the offices of Secretary, Treasurer, First Vice President and President, will only be accepted from the floor at the election.
- ✓ Also new is a Bylaws amendment that was adopted in 2015 that allows the CCAO President to serve more than one year as long as the years are not consecutive.

We also want to remind members that the Bylaws requires 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 Home (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, Ohio 43215-4309 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 1-888-757-1904 or at kathydillon@ccao.org.

The eight members whose terms to the Board expire this year include: Tony Anderson, Fayette County Commissioner; Lenny Eliason, Athens County

Commissioner; Bob Glaser, Greene County Commissioner; John Love, Putnam County Commissioner; Ann Obrecht, Wayne County Commissioner; Brian Stewart, Pickaway County Commissioner; Doug Weisenauer, Crawford County Commissioner; and Shane Wilkin, Highland County Commissioner.

The nine members appointed by President Humphrey whose one year term to the Board expires at the end of this year include: Brian Baldrige, Adams County Commissioner; Jay Begg, Allen County Commissioner; Armond Budish, Cuyahoga County Executive; Tom Collier, Knox County Commissioner; Mike Crabtree, Scioto County Commissioner; Thomas Graham, Jefferson County Commissioner; Ted Kalo, Lorain County Commissioner; John O'Grady, Franklin County Commissioner; and Holly Stacy, Seneca County Commissioner.

The CCAO Bylaws also provides the six most recent past presidents who still hold the office of county commissioner, elected executive, or member of the legislative authority of any charter county or any county organized under an alternative form of county government and who elect to serve as a member, a seat on the Board of Directors. In 2018 those individuals will include: Edwin Humphrey, Clermont County Commissioner; Doug Corcoran, Ross County Commissioner; Mike Halleck, Columbiana County Commissioner; Gary Lee, Union County Commissioner; Deborah Lieberman, Montgomery County Commissioner; and Kerry Metzger, Tuscarawas County Commissioner.

The CCAO Board of Directors typically meets nine times a year, and with no more than 35 commissioners serving on the Board, 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 that fact that we need people who are committed to attending and participating in a majority of the meetings.

The Nominating Committee Report will be published on the web at www.ccao.org on November 6. The Business Meeting for election of officers and board members is scheduled for **Monday**, December 11, 2017. Nominations will also be accepted from the floor.

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. ***You are also requested to fill out and return the attached candidate questionnaire with your CCAO Nominating Committee Form.***

Finally, both forms must be returned no later than October 20 to the committee chair:

Doug, Corcoran, Ross County Commissioner, 2 North Paint Street, Suite H, Chillicothe, OH 45601-3186, or you may email your form to dougorcoran@rosscountyohio.gov.

In addition, mail a copy to CCAO, 209 E. State Street, Columbus, OH 43215-4309, in an envelope marked: NOMINATING COMMITTEE – ATTENTION: KATHY DILLON or you may email your form to kathydillon@ccao.org

If you have any questions, feel free to contact Doug Corcoran at (740) 703-0574, or call CCAO Executive Director Suzanne Dulaney at (614) 221-5627.

Sept. 15

2017 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 **Monday**, December 11, 2017. The CCAO Bylaws require 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
- _____ First Vice President
- _____ Second Vice President* (*name to be placed on ballot and voted on from the floor*)
- _____ Secretary
- _____ Treasurer
- _____ Member of the Board of Directors for a two-year term (eight to be elected this year).
- _____ Past President of CCAO who desires to become an automatic member of the 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 October 20, 2017 TO: **Doug Corcoran, Ross County Commissioner, 2 North Paint Street, Suite H, Chillicothe, OH 45601-3186, or you may email your form to dougcocorcan@rosscountyohio.gov.**

In addition, **mail a copy to CCAO, 209 E. State Street, Columbus, OH 43215-4309, in an envelope marked: NOMINATING COMMITTEE – ATTENTION: KATHY DILLON or you may email your form to kathydillon@ccao.org**

**CCAO NOMINATING COMMITTEE
CANDIDATE QUESTIONNAIRE**

(Please return with your Nominating Committee Form on or before October 20, 2017)

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?

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

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.

Continued

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

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

(Please return with your Nominating Committee Form on or Before October 20, 2017)

NAME _____ COUNTY _____