



Memorandum

TO: Boards of County Commissioners

CC : County Managers & Administrators

FROM : Kieran Boes, CCI

DATE : December 19, 2024

SUBJECT : **County Designation of 2025 Steering Committee Proxies**

Per CCI's Bylaws, each county may designate a county staff member to serve as proxy; they are permitted to vote during steering committee meetings in the absence of a county commissioner. It is important to designate your county proxy to ensure a 65% majority is reached on votes and to complete a proper audit of votes.

This proxy:

- must be designated **annually** by the Board of County Commissioners
- may only vote for the **designated committee(s)**
- is **not permitted to vote for another county**.

Proxy forms are not needed for commissioners, only county staff; however, please complete one form per designee.

To appoint your county proxy, complete the attached form and return by Friday, January 24, 2025 to Kieran Boes at kboes@ccionline.org. Should you have any questions, Kieran can be reached via email.

CCI Bylaws: Article V, Voting Privileges

Section 3. Voting By Proxy. Voting by proxy is allowed at any steering, advisory or ad hoc committee meeting or meetings of sections appointed by the Board of Directors provided that the chair of the board of county commissioners or the city and county equivalent designate at least annually the proxy in writing to the Executive Director. A person so designated may cast a maximum of one vote at any steering, advisory or ad hoc committee meeting or Board appointed section meeting. Proxy voting is otherwise allowed at any other meeting only to the extent otherwise authorized herein, such as expressed by Section 5 of this Article, below. Notwithstanding any other provision of these bylaws, proxy voting for another county is not permitted in the selection of individuals to serve in leadership positions, including CCI officers, board representatives, steering committee chairs and vice-chairs, and district presidents and vice-presidents.



2025 Steering Committees Designation of Proxy

A Board of County Commissioners MAY designate a county staff member to serve as proxy and vote in the event of a commissioner absence during a Steering Committee meeting

The Board of County Commissioners designates _____
(First & Last Name)

to serve as proxy on behalf of _____ county to the following
(County Name)

Steering Committee(s) during the 2025 session:

- _____ Agriculture, Wildlife and Rural Affairs
- _____ General Government
- _____ Health and Human Services
- _____ Justice and Public Safety
- _____ Land Use and Natural Resources
- _____ Public Lands
- _____ Taxation and Finance
- _____ Tourism, Resorts and Economic Development
- _____ Transportation and Telecommunications

To be certified by the BOCC Chair:

Signed: _____
Board Chair

Date: _____

Contact Information of Proxy:

Counties will be contacted via e-mail regarding meeting details, including Zoom links

Name: _____

Title: _____

E-Mail: _____

**Please submit to Kieran Boes at kboes@ccionline.org
by January 24, 2025**