



## Memorandum

TO: Boards of County Commissioners

CC : County Managers & Administrators

FROM : Katie First, CCI

DATE : December 9, 2021

SUBJECT : **2022 Steering Committee Proxies**

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[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**
- is **not permitted to vote on Steering Committee Leadership Elections** (which will occur during the January 27 – 28 meetings).

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

**To appoint your county proxy, complete the attached form and return by Friday, January 21, 2022** to Katie First at [kfirst@ccionline.org](mailto:kfirst@ccionline.org). Should you have any questions, Katie can be reached at 303-861-4076.

### 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.



## 2022 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 2022 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 Katie First at [kfirst@ccionline.org](mailto:kfirst@ccionline.org)  
by January 21, 2022**