

Memorandum

TO: Boards of County Commissioners

CC: County Managers & Administrators

FROM: Kieran Boes, CCI

DATE: December 9, 2025

SUBJECT: **Nomination & Election Process – Steering Committee Leadership & Public Lands Travel Team**

In accordance with [the CCI Bylaws](#), Steering Committee leadership elections will occur during each committee meeting on February 5 or 6.

As stated in the bylaws, Steering Committee leadership:

- Is eligible to serve after serving as a county commissioner for at least one year
- Is responsible for facilitating dialogue during meetings
- May serve four consecutive, one-year terms and may not simultaneously serve on the CCI Board of Directors
- Will commit to annual CCI leadership training
- Will commit to advocating for and representing CCI's bill positions
- Will commit to disclosing any conflict in representing CCI's position; and
- Will commit to recusing themselves from taking a position on an issue or legislation if they have a personal or professional conflict.

Steering Committee leaders are expected to:

- 1.) Objectively facilitate dialogue among peers
- 2.) Role model and maintain courteous exchanges among peers
- 3.) Minimize sharing their own views on matters; and
- 4.) Help identify consensus building paths forward on policy matters at hand.

Additionally, there are three delegate openings for two-year terms on the Public Lands Travel Team. Only Commissioners from counties that have paid their 2025 Public Lands dues assessment are eligible for these positions. The Chair and Vice Chair positions for Public Lands are also up for election. Travelling committee members are expected to attend three National Association of Counties (NACo) events annually. By submitting your letter of intent, you are attesting that you are available to attend the required NACo meetings. For questions about Public Lands leadership openings, please contact Kieran Boes (kboes@ccionline.org).

Nominations will be accepted from the floor, but as a courtesy to your peers, we urge you to **submit a letter of intent by Friday, January 23** to Kieran Boes (kboes@ccionline.org). The form can be found on the [CCI website](#). Letters of intent will be posted on the [Steering Committee page](#) of our website as they are received and will also be linked in the meeting agenda.

The election will be the first item of business during each committee meeting on Thursday, February 5 and Friday, February 6. The individual elected will conduct the remainder of the meeting. A staff-led leadership training will then occur on Friday, February 13 for the newly elected chairs and vice chairs.

For further questions regarding the leadership election process or Steering Committee meetings, contact Kieran Boes at kboes@ccionline.org.

ARTICLE XI

Committees and Sections

Section 1. General Provisions. There are hereby established a Bylaws Committee, a Legislative Committee and standing Steering Committees, including: Agriculture, Wildlife & Rural Affairs Committee; General Government Committee; Taxation & Finance Committee; Health & Human Services Committee; Land Use & Natural Resources Committee; Public Lands Committee, Transportation & Telecommunications Committee, Tourism, Resorts & Economic Development Committee and Justice & Public Safety Committee.

Section 2. Steering Committees. (1.) The chair and vice chair of Steering Committees shall be elected by the committee representatives at the first meeting of the for a one-year term . Effective January 1, 2023, the chair and vice chair of each Steering Committee shall be elected by the committee representatives at the first meeting of the committee in 2023 for a one-year term. A person is eligible to serve as a steering committee chair or vice chair after serving in the role of county commissioner for no less than one year. A person shall be eligible to serve as chair or vice chair of a specific Steering Committee for a maximum of four consecutive one-year terms. A person is not eligible to serve as a director and as the chair or vice chair of any Steering Committee. Prior to election as chair or vice chair and then annually every January, each person shall commit to CCI leadership training, to advocating and representing CCI's position, to disclosing any conflict in doing so and to recusing themselves from taking a formal position on an issue or piece of legislation should a personal or professional conflict arise.



2026 Steering Committee Letter of Intent

In addition to the questions below, please write a letter of intent (in the space below or attached separately) regarding your desire to serve in a leadership role (Steering Committee Chair, Vice Chair or Public Lands Travel Team delegate). Please include why you want to serve, any public service experience, and/ or any special training or experience relevant.

Name:

County:

Phone:

E-Mail Address:

Expiration of Current Term:

Are you term limited?:

Committee(s):

Position(s):

I, _____ (insert name) commit to participating in the encouraged training as described in the bylaws.

Please submit to Kieran Boes at kboes@ccionline.org by January 23, 2026