

Memorandum

TO: Boards of County Commissioners

CC: County Managers & Administrators

FROM: Kieran Boes, CCI

DATE: December 9, 2025

SUBJECT: **County Designation of 2026 Steering Committee Proxies**

Each county may designate a county staff member to serve as proxy to vote during Steering Committee meetings on behalf of their Board of County Commissioners, per [the CCI Bylaws](#).

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 23, 2026** 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.



2026 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 2026 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 23, 2026**