

**ATLANTA REGIONAL COMMISSION
DESIGNATION OF ASSISTANT SECRETARIES**

WHEREAS, Article VI.C.4.a of the Bylaws of the Atlanta Regional Commission (the “Commission”) provides that the Secretary shall perform necessary administrative functions or secure administrative support through the designation of one or more Assistant Secretaries to assist in performing such functions; and

WHEREAS, Article VI of the Bylaws identifies the officers of the Commission as the Chair, Vice-Chair, Secretary, and Treasurer, the Assistant Secretary designated to provide administrative support to the Secretary is not one of the officers of the Commission identified in Article VI; and

WHEREAS, Article VI.A.5.b of the Bylaws provides that the Chair shall appoint all officers and committees of the Commission and other appointments, as necessary, subject to consideration and approval by the Board; and

WHEREAS, the Board finds that the designation of Assistant Secretaries will support the efficient and reliable administration of the Board’s notices, minutes, and records.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Atlanta Regional Commission that:

1. Eric Johnson and Rhea L. Thomas are each designated as an Assistant Secretary of the Atlanta Regional Commission.
2. Each Assistant Secretary is authorized to assist the Secretary in performing the administrative functions described in Article VI.C.4 of the Bylaws, including arranging for the giving of notice of Board meetings, arranging for the keeping of minutes of the proceedings of the Board, and authenticating signature documents adopted by the Board, certifying as true and correct copies of resolutions, minutes, and other official records adopted or approved by the Board, and performing such other administrative functions as may be assigned by the Secretary consistent with the Bylaws and applicable law.
3. Nothing in this Resolution authorizes an Assistant Secretary to preside over meetings of the Board or to exercise any other duty reserved to the Secretary as an officer of the Commission under Article VI.C of the Bylaws.
4. These designations are effective upon adoption and continue until the individual’s designation is replaced or revoked by the Board or until the Secretary provides written notice that the services of the Assistant Secretary are no longer required.

ADOPTED this _____ day of _____, 20____, by the Board of the Atlanta Regional Commission.

Charissa White, ARC Assistant Secretary