

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**  
**777 North Capitol Street, N.E.**  
**Washington, D.C. 20002**

**RESOLUTION DESIGNATING AND AUTHORIZING CERTAIN COG STAFF MEMBERS TO UNDERTAKE SPECIFIED DUTES**

**WHEREAS**, the Bylaws of the Metropolitan Washington Council of Governments (COG) provided that the Board of Directors appoint an Executive Director and further authorizes the delegation of certain administrative and other functions to specified staff members to carry out the everyday activities of COG; and

**WHEREAS**, from time to time, delegations of administrative functions were reviewed and updated to conform to current organizational arrangements and needs; and

**WHEREAS**, these delegable administrative functions include: the designation of persons authorized to execute contracts and grants; the designation of persons authorized to certify and disburse COG's funds; and the designation of persons authorized to certify COG's official actions and documents.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

1. In the absence of the Executive Director, authority to execute contracts and grants is delegated to the General Counsel and Procurement and Contracts Director.
2. In addition to the Secretary-Treasurer, authority to certify payment vouchers for disbursement of corporate funds is delegated to the Interim Executive Director, the General Counsel, the Chief Financial Officer, and the Procurement and Contracts Director.
3. In addition to the Secretary-Treasurer, authority to make disbursements of corporate funds is delegated to the Interim Executive Director, the Chief Financial Officer and the Human Services Director, except that the Chief Financial Officer may not make such disbursements on his sole certification of payment vouchers.
4. In addition to the Secretary-Treasurer, authority to certify and attest to COG's official actions and documents is delegated to the General Counsel and Clerk to the Board.

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