

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS  
777 North Capitol Street, NE  
Washington, DC 20002-4290**

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

**WHEREAS**, the Metropolitan Washington Council of Governments 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 are 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 person 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 the 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 Executive Director, the General Counsel, the Chief Financial Officer, and the Purchasing and Facilities Director.
3. In addition to the Secretary Treasurer, authority to make disbursements of corporate funds is delegated to the Executive Director, the Chief Financial Officer, and the Human Resources 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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