



**SECTION 1. ORGANIZATION**

**1.10 ORGANIZATIONAL SIGNATORY AUTHORITY**

**A.** The County Manager, County Attorney, Deputy County Manager, Assistant County Manager and all Directors of the respective County departments shall have authority to sign documents for their respective areas of responsibilities.

**B.** Deputy Directors shall have authority to sign documents for their respective Departments.

**C.** The designated Circuit Court Judge shall be recognized as having the authority to sign documents that pertain to the Judicial - Circuit Court activities in accordance with the Board of County Commissioners' Procedures.

**D.** The designated County Court Judge shall be recognized as having the authority to sign documents that pertain to the Judicial - County Court activities in accordance with the Board of County Commissioners' Procedures.

**E.** The County Manager shall have authority to sign documents not specifically restricted by law to another official. In the absence of the County Manager, the Deputy County Manager shall have the authority to sign documents. In the absence of both the County Manager and Deputy County Manager, the Assistant County Manager shall have the authority to sign documents. This shall include the authority to sign pleadings and interrogatories during the course of litigation for which defense or prosecution of same has been authorized by the Board of County Commissioners.

**F.** In the event the County Manager, Deputy County Manager, Assistant County Manager or Directors wish to designate an authorized signatory for a period of absence or category of documents, such authorization shall be approved by the County Manager and notice of such action shall be given to the Board of County Commissioners.

**G.** In the event the County Attorney wishes to designate an authorized signatory for a period of absence or category of documents, such authorization shall be approved by the County Attorney and notice of such action shall be given to the Board of County Commissioners.

**H. AUTHORITY.** Resolution 2007-R-42 adopted March 13, 2007  
Approved by BCC March 14, 1995