

**Board of County Commissioners**  
Leon County, Florida

**Policy No. 93-11**

Title: Execution of Official Documents - Chairman Authorized

Date Adopted: January 12, 1993

Effective Date: January 12, 1993

Reference: N/A

Policy Superseded: Policy No. 78-1, "Board Authorization to Execute Official Documents,"  
3/14/78

---

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 78-1, adopted by the Board of County Commissioners on March 14, 1978, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

The Chairman of the Board of County Commissioners is hereby authorized to execute all documents on the Board's behalf as a result of Board action to accept, approve or otherwise authorize official matters presented to the Board. In the Chairman's absence, the Vice Chairman shall have the same authority.

Matters will only be returned to the Board for further action when specifically requested to be returned by the Board.