



OFFICE OF ADMINISTRATIVE HEARINGS
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Administrative Hearing Officer

The attached three resolutions are forms issued by this Office for representatives of community associations to use who wish to testify before the Administrative Hearing Officer. These forms are designed to satisfy the requirement in the Anne Arundel County Code, Article 18, § 18-16-301(b) that the Hearing Officer determines whether a person wishing to testify is “deemed qualified ... to introduce evidence and testify.” A person may be represented before the Administrative Hearing Officer only as follows:

- (1) An individual may appear in the individual’s behalf.
- (2) A member of a partnership may represent the partnership.
- (3) An officer of a corporation, trust, or association may represent the corporation, trust or association.
- (4) An officer or employee of a municipal corporation, political subdivision, body, or department may represent a municipal corporation, political subdivision, body or department.
- (5) A representative of a community or civic association may testify or represent the association, provided that the representative files in the record a resolution by the community or civic association (a) authorizing the representative to testify for it, and (b) specifying the views of the community association or civic association relative to the subject matter of the hearing.
- (6) A person may be represented by an attorney at law admitted to practice before the Court of Appeals of Maryland, provided that the attorney shall file in the record a written notice of appearance. The notice of appearance shall state the name, office address, and telephone number of the attorney, and the name(s) and address(es) of the person(s) represented.

The first resolution is entitled “Certificate of Corporate Resolution,” which should be used by corporations, and signed by the secretary of the corporation. This form is to be used if the resolution was made at a general meeting of the board of directors.

The second resolution is entitled “Informal Action of Directors.” This form requires the signature of every member of the board of directors. This form can be used if the corporation was unable to have a general membership meeting prior to the hearing. Notice that it can be executed in counterparts, i.e., multiple copies with some signatures on one copy, others on a second, and so forth.

The third resolution is entitled “Resolutions for Unincorporated Associations,” which should be used by associations that are unincorporated. You should check your rules to ascertain *who* is authorized and required to sign the Resolution.

RESOLUTION FOR UNINCORPORATED ASSOCIATIONS

RESOLUTION OF _____ (name of association)

WITH REGARDS TO CASE NUMBER(S) _____

DO HEREBY APPOINT _____
(name of person authorized to testify)

TO REPRESENT THE ASSOCIATION AT THE HEARING SCHEDULED FOR
_____:

The Association is a _____
(describe association, group, etc.)

and, the geographical boundaries for the Association are as follows:
_____ (give location of association in relation to case)

The total members of the Association are: _____. The Association, by action taken at its
_____ (describe type of meeting-general, Board of Directors, etc)

held on _____ (date of meeting), with _____ (number of
members present & voting) did adopt the following Resolution:

RESOLUTION

We, _____ (name of association, etc)

hereby appoint _____ (name of individual)
to speak on our behalf at the hearing on the above-referenced case(s) before the Administrative
Hearing Officer for Anne Arundel County.

We, _____ (name of association, etc)

hereby support/oppose _____ the above noted case(s) for the following reason(s):

Signature

Printed Name

Position with Association

INFORMAL ACTION OF DIRECTORS

(name of corporation)

(date)

The Undersigned, constituting all the Directors of the above-named Corporation, a Maryland Corporation, hereinafter referred to as the "Corporation", in accordance with § 2-408 (c) of the Corporations and Associations Article of the Annotated Code of Maryland, do hereby take the actions below set forth, and to evidence their waiver of any right to dissent from such actions, do hereby consent as follows:

WHEREAS, this Corporation having ____ number of members residing or owning property in the following geographical area _____ and,

WHEREAS, it is in the best interest of the Corporation to support/oppose the request of the applicant in Case Number(s) _____

NOW, THEREFORE, BE IT RESOLVED, that _____
(name of individual)
be and is hereby appointed to speak on behalf of the Corporation at the hearing on the above-named Case Number(s) before the Administrative Hearing Officer for Anne Arundel County in support/opposition of the request for the following reason(s):

WITNESS the execution hereof on the date and year first above written:

BOARD OF DIRECTORS:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(This Informal Action of Directors may be executed in counterparts.)

CERTIFICATE OF CORPORATE RESOLUTION

I, _____ (name of secretary), the undersigned, Secretary of _____ (name of corporation), does hereby certify to the Administrative Hearing Officer for Anne Arundel County that:

(a) A meeting of the Board of Directors of the said Corporation was duly called and held on _____, a quorum being at all times present, and the following resolution was adopted and recorded in the minute book of said corporation, kept by me;

(b) Such resolution is in accordance with and pursuant to the Articles of Incorporation, Charter and By-Laws of the said Corporation, and

(c) Such resolution is now in full force and effect and has not been revoked or amended in any manner:

WHEREAS, this Corporation having _____ number of members residing or owning property in the following geographical area: _____ and,

WHEREAS, it is in the best interest of the Corporation to support/oppose the request of the applicant in Case Number(s): _____.

NOW, THEREFORE, BE IT RESOLVED, that _____ (name of individual) be and is hereby appointed to speak on behalf of the Corporation at the hearing on the above-referenced case(s) before the Administrative Hearing Officer for Anne Arundel County in support/opposition of the request for the following reason(s):

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the Seal of the Corporation on this _____ day of _____, 201__.

Secretary (SEAL)