



ANNE ARUNDEL COUNTY
ANNAPOLIS, MARYLAND 21401
OFFICE OF ADMINISTRATIVE HEARINGS

The attached resolutions are forms issued by this Office for representatives of community associations or other entities such as corporations, partnerships, and trusts, as well as individual owners unable to attend a hearing, to authorize a representative to testify before the Administrative Hearing Officer. These forms are designed to satisfy the requirement in the Anne Arundel County Code § 18-16-301(b) that the Hearing Officer determine 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 authorized to appear on behalf of the owner of the property.
- (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 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 including the name, office address, and telephone number of the attorney, and the name(s) and address(es) of the person(s) represented.

The form authorizing a person to speak for an entity or person shall be presented at the hearing and does not have to be delivered to the Office of Administrative Hearings prior to the hearing.

AUTHORIZATION TO REPRESENT PROPERTY OWNER

I/WE, _____
(name of property owner)

WITH REGARDS TO CASE NUMBER (2014-0XXX-V/R/S)

DO HEREBY APPOINT

(name of person authorized to testify)

TO REPRESENT ME/US AT THE HEARING SCHEDULED FOR

AND TO SPEAK FOR ME/US WITH FULL AUTHORITY AS I/WE WAS/WERE PRESENT.

Signature

Printed Name

Date

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 _____ (insert 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, or the Anne Arundel County Board of Appeals.

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 or the Anne Arundel County Board of Appeals 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 the _____, 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 or the Anne Arundel County Board of Appeals 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__.

(SEAL)
Secretary