

**STATE OF NEW MEXICO
COUNTY OF EDDY
RESOLUTION NUMBER: R-17-77**

**USE OF FACSIMILE SIGNATURE STAMP AND AUTHORIZATION
FOR COUNTY MANAGER TO SIGN ON BEHALF OF THE
COMMISSION CHAIRMAN - 2018**

WHEREAS, in accordance with Section 4-38-1, NMSA, 1978 Compilation, all powers of the county as a body politic and corporate shall be exercised by the Board of County Commissioners, including the approval and signing of documents, agreements, joint powers agreements, purchase service agreements, letters, correspondence and grant applications; and

WHEREAS, in accordance with Section 4-38-11, NMSA, the Chairman of the Board of County Commissioners has the authority to sign such documents on behalf of the Board of County Commissioners, including all orders on the county treasurer; and

WHEREAS, under Section 4-38-18, NMSA, the Board of County Commissioners have the authority to represent the county and have care of county property and management of the county in all cases where no other provision is made by law; and

WHEREAS, under Section 4-38-19, Paragraph "B", the Board of County Commissioners may employ a county manager to run the day to day business of the county, and to serve as personnel officer, fiscal director, budget officer, property custodian and to act generally as the administrative assistant to the board of county commissioners, aiding and assisting the board in the exercise of its duties and responsibilities; and

WHEREAS, in accordance with Section 6-9-2 and 6-9-3, NMSA, the county commission chairman is authorized to obtain a facsimile signature stamp which may be used to sign all legal agreements, documents, warrants, public security, instruments of payment, applications or other correspondence of the county, providing the facsimile signature has been approved by the State of New Mexico, Secretary of State, then, the signature facsimile has the same legal effect as the actual chairman's signature.

NOW, THEREFORE, BE IT RESOLVED, in accordance with the above indicated sections of the New Mexico State Statutes, 1978 Compilation with updated supplements, the Eddy County Board of Commissioners do authorize and approve the following:

- (1) The Chairman of the Eddy County Board of Commissioners is authorized to obtain and utilize in accordance with New Mexico statutes, a facsimile signature stamp, and such stamp to be used only

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when authorized, necessary and required within the scope of this resolution by either the commission chairman, county manager, assistant county manager or the administrative assistant to the county manager upon approval by the commission chairman.

- (2) The County Manager is authorized to hand sign the chairman's signature on documents indicated in this resolution rather than use the facsimile stamp, when the application or document states only an actual signature will be accepted, and only when the chairman of the county commission is not available. The county manager's authority to sign the commission chairman's signature is restricted to grant funding applications, letters, and any documents, agreements or correspondence previously approved by the board of county commissioners in an open meeting. The County Manager may not sign the chairman's signature on any instrument of payments, such as checks, warrants or certificates of obligation.

- (3) In some instances, it may be more correct and advantageous for the county manager to sign the document as "Eddy County Board of Commissioners, County Manager by Direction".

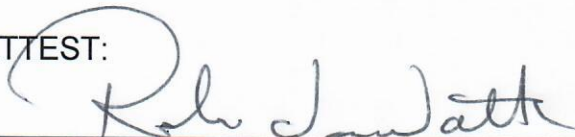
APPROVED, PASSED AND ADOPTED on this 19th day of December, 2017, by the Eddy County Board of Commissioners in an open meeting in Carlsbad, Eddy County, New Mexico.

EDDY COUNTY BOARD OF COMMISSIONERS
EDDY COUNTY, NEW MEXICO



Stella Davis, Commission Chairman

ATTEST:



Robin Van Natta, Eddy County Clerk

