



Jill A. Thompson
Athens County Auditor

GUIDELINES FOR PLACING A LEVY ON THE BALLOT

Please find below the procedures for placing a levy on the ballot through the Board of County Commissioners. These procedures have been reviewed by the Board of Elections and the Board of Commissioners and hopefully will assist you throughout this process. These are only guidelines; you are encouraged to consult with your legal counsel prior to following the steps provided below. We are here to assist you and hopefully alleviate some commonly made errors.

1. A request must be made to attend a meeting of the Board of Commissioners.
 - i. At this meeting, you will be asked to make your request to have a levy placed on the ballot by the Board of Commissioners. Your request may not be decided at the initial meeting.
 - ii. The Commissioners will review your request. After consideration, the Commissioners will vote on whether or not to place the request on the ballot.
 - iii. Should you receive a majority approval, the following will apply. (Otherwise, you must revisit the Board of Commissioners and win approval prior to your levy being placed on the ballot.)

2. Following approval of your request, The Board of Commissioners will pass a resolution asking for the County Auditor to prepare a "Certificate of Estimated Property Tax Revenue" or a "Certificate of Estimated Property Tax Millage Rate." The resolution must include all of the following:
 - a. Levy description/purpose
 - b. Ohio Revised Code Section and letter
 - c. If the levy is to be a Renewal, Replacement or Additional millage
 - d. Tax year and Calendar year levy is to begin collection
 - e. Specify: Primary or General Election
 - f. Amount of Millage or Dollars that need to be generated

The Certificate will be prepared by the Auditor within 10 days of the request and provided to the Board of Commissioners.

- 3. After the “Certificate” is received from the County Auditor by the Board of Commissioners, it must be accepted at a public meeting of the Board of Commissioners.**
- 4. Following acceptance of the Auditor’s Certificate, the Board of Commissioners must prepare and pass the “Resolution Declaring it Necessary to Levy a Tax in Excess of the Ten Mill Limitation. “**
- 5. The Board of Commissioners then must present the Certificate prepared by the County Auditor and the Resolution to the Board of Elections prior to the deadline to place a levy on the ballot.**

Feel free to contact either Tammi or me if you have any questions or concerns. We are happy to walk you through this process and work with you and the Board of Elections to assure the proper procedures have been followed.

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