

**PURPOSE:** Provide guidelines and standards regarding the presentation of Proclamations and Letters of Commendation at Board of County Commissioner (BOCC) meetings.

**POLICY:**

**I. CRITERIA FOR RECOGNITION:**

**Proclamations must meet the following criteria:**

- A. Timeliness: The event or honor to be recognized by the Commission must be a recent, past, or future event.
- B. Significance: To commemorate a specific time period (day, week, or month) for the purpose of raising awareness about an issue. Additionally, the recognition of events or honors should be of significant impact on community members. Examples: The BOCC recognizes local sports teams or individual athletes that have excelled in an athletic activity by accomplishing an extraordinary feat, and/or set a regional, state or national record, or a long-time community servant upon their retirement.

C. Guidelines:

- Proclamation requests that are advertisements, commercial or political in nature, or promote one religion over another will not be approved.
- Proclamations are not provided to act as a letter of support or endorsement of individual people, products, or services.
- If a proclamation has been issued in the past, a new request must be submitted for each reoccurring proclamation. In the case of proclamations that occur annually, a new request must be submitted each year.
- The County reserves the right to alter or edit all submitted draft proclamations.
- The County reserves the right to issue a certificate or letter of recommendation instead of a proclamation.
- The County reserves the right to deny any proclamation request.

- ~~D.~~ Endorsement: The event or honor to be recognized must be supported by the BOCC Chairman or by at least three members of the BOCC by motion at a public meeting.

The event or recognition being requested must be supported by written material with appropriate wording to complete the Proclamation. County Manager's staff will schedule the item on the BOCC Agenda following the confirmation of support and receipt of written material.

**Letters of Commendation must meet the following criteria:**

The BOCC presents Letters of Commendation to recognize those residents who have provided outstanding community service, performed heroic efforts, or otherwise made a significant impact on the standard of living in Nassau County. Letters of Commendation may be presented to County, sheriff and fire personnel, who have gone "above and beyond" the call of duty. The Commendation must be supported by the BOCC Chairman or by at least three members of the BOCC by motion at a public meeting.

**II. ITEMS PLACED ON AGENDA:**

Written requests for Proclamations and Letters of Commendation (including support material) must be submitted to the County Manager's Office ~~thirty-six (36) days-weeks~~ thirty-six (306) days-weeks prior to the BOCC Meeting for possible inclusion on the Agenda.

Late requests will not be included on the Agenda.

III. PREPARATION AND PRESENTATIONS:

- A. Requests for Proclamations and Letters of Commendation must be received by the County Manager's Office ~~thirty-six (306) days-weeks~~ prior to the event being recognized.
- B. Said request must be accompanied by a sample Proclamation or written summary of the event.
- C. ~~For~~ Proclamations ~~shall be prepared by the County Manager's staff after receiving approval of the County Manager. For and~~ Letters of Commendation, following approval of support by the Chairman or by at least three members of the BOCC by motion at a public meeting, County Manager's staff shall prepare the Proclamation or Letters of Commendation for presentation at a future meeting.

Presentations may be made during BOCC Meetings or at a requested location. If the presentation is not at Commission Chambers and a BOCC Member is not attending the event, the BOCC ~~will~~may approve the Proclamation/Commendation at the BOCC meeting prior to the event. The requesting party shall pick up the Proclamation or Letter of Commendation once approved by the BOCC. The BOCC encourages that no Proclamation ever be presented outside of a BOCC meeting unless there is a BOCC Member or their designated representative in attendance to make the presentation on behalf of the County.