

**Title V**  
**Section 301- HONORARY PROCLAMATIONS**

On December 8, 1981, the Board of Supervisors approved a procedure for issuing honorary proclamations. Each member of the Board has the authority to issue proclamations at his/her discretion. The Chairperson of the Board can issue proclamations on behalf of the Board office. With exceedingly rare exceptions, *proclamations are not placed on a Board of Supervisors agenda for action.*

Proclamations are solely honorary documents and do not bind or commit the County in any way. In addition, proclamations are official County business and copies are required to be listed on the Board's Written Correspondence List, as outlined below.

Proclamations are usually signed by one member of the Board or by the Chairperson of the Board. However, at the discretion of a member of the Board, another Supervisor may co-sign a proclamation.

Proclamations, which are similar in format to resolutions, are an excellent way to honor or recognize particular events, groups, or individuals. A given month can have multiple designations, i.e. Natural Resources Protection Month, Child Abuse Awareness Month, etc. If a department would like to request the issuance of a proclamation recognizing a particular week or month, or honoring a long-time employee who is retiring or leaving County employment, these proclamations are usually signed by the Board Chairperson. Accordingly, a representative from the department should contact the County Supervisors' Analyst who manages the Board of Supervisors office to discuss the possible preparation of a proclamation, as well as associated time lines.

Sometimes a department will request that an individual Supervisor issue a proclamation. In those cases, requests should be made to that Supervisor's immediate staff.

Departments are required to provide draft language for any proclamation requested. However, final content is at the sole discretion of the Board Chairperson or Supervisor being asked to issue the proclamation.

Once a proclamation is issued, the requesting department determines how the proclamation will be used. Similarly, departments are responsible for determining how a proclamation honoring an employee will be awarded to the employee (i.e. farewell event, departmental meeting, or other venue).

Once a proclamation has been signed by a Supervisor or the Board Chairperson, staff in the office of the Board of Supervisors is required to make copies for inclusion on the Written Correspondence Agenda. A Written Correspondence List

appears as the last item on every agenda for a meeting of the Board of Supervisors. In the case where the proclamation is prepared to honor an individual, the proclamation will not be listed on Written Correspondence until after the proclamation has been received by the honoree. In the case of proclamations issued to recognize a day, week, or month, these are usually prepared in advance of the time in question and are often used to publicize or highlight the event. Therefore, these items can be included on the next available Written Correspondence List as determined appropriate by staff in the Board of Supervisors office.

With extremely rare exceptions (i.e. the retirement of a department head, a member of the Board of Supervisors, or a state or federal legislator, or certain existing special events such as the annual Employee Recognition awards), proclamations are not presented at a meeting of the Board of Supervisors. However, in the case where a department would like to call attention to a proclamation that has already been issued recognizing a particular week or month (i.e. Public Works Week), a representative of the department is welcome to attend a meeting of the Board of Supervisors and speak for three minutes during the Oral

Communications period to highlight the importance or focus of the event.

While it is cost prohibitive to provide frames to departments requesting proclamations, signed proclamations will be provided to departments in a blue presentation folder.

### Proclamation Format

Proclamations are prepared using a 12 point font on pre-printed proclamation forms which are 8½" x 11" in size. (Using a smaller font makes it difficult to read the text if the proclamation is displayed on a wall.) Proclamation forms also include the County seal and a signature block for the Board Chairperson or a member of the Board. As such, the amount of text is limited to the remaining space on the form. Proclamations can usually accommodate 7-9 phrases, depending on the length of those phrases.

Each phrase in a proclamation begins with the word "WHEREAS," and ends with a semicolon and the word "and" but does not include multiple sentences. If the writer needs to end a statement with a period, it's time to begin a new "WHEREAS" phrase. Three sample proclamations showing the format and available space are provided. They are also helpful in terms of providing samples of the style of language routinely utilized.

Proclamations conclude with a phrase that begins "NOW, THEREFORE, I, [insert name], Chairperson of the Santa Cruz County Board of Supervisors, ..." or "NOW,

THEREFORE, I, [insert name], Santa Cruz County [insert district identifier, i.e. First District] Supervisor,..."

Any questions surrounding the preparation of proclamations can be directed to the County Supervisors' Chief of Staff who manages the office of the Board of Supervisors.