

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		1-118
SECTION:	General Administration	Proclamations and Certificates of Appreciation or Commendation
INITIAL ISSUE DATE:	June 25, 1991	
LATEST REVISION DATE:	July 13, 2012	
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PURPOSE

To outline the rules for processing requests for proclamations and certificates of appreciation or commendation.

POLICY/PROCEDURE

The Board of Supervisors is frequently requested to sign, and sometimes to present, proclamations or certificates of appreciation or commendation.

DEFINITIONS

A proclamation declares recognition of a special day, week, or month in honor of or to acknowledge a group or activity. Proclamations are issued by formal action of the Board of Supervisors and must be placed on the Board's agenda.

A certificate of appreciation or commendation honors a group or an individual for a service or accomplishment, such as volunteer service or heroism and valor. The issuance of a certificate does not require formal Board action and may be accomplished informally, rather than at a Board meeting. On the other hand, in certain circumstances, certificates may be considered and presented during a Board meeting.

SUBMISSION OF REQUESTS

Anyone, including a member of the general public, a department head, or a member of the Board of Supervisors, may request the issuance of a proclamation or certificate. The request shall be made in writing using one of the forms attached as Exhibits 1 and 2. All of the information called for in the form must be provided or the form will not be accepted.

The form must be submitted to the Clerk of the Board of Supervisors for processing. A request made less than 10 days before the proclamation or certificate is needed may be rejected by the Clerk for untimeliness.

The Clerk shall reject any request when the proclamation or certificate would further a commercial, political, or religious interest or if the Clerk finds that the proclamation or certificate would not serve the

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public interest. If a request is rejected, the Clerk will provide a copy of the request and the reason for the rejection to the Board members.

The County Executive Officer may solicit nominations from department heads and other appropriate persons for a proclamation recognizing a Volunteer of the Year, establish a process for identifying the most deserving individual, and make the necessary presentation to the Board.

PROCESSING OF REQUESTS

The Clerk will prepare all proclamations and certificates.

The certificates will be circulated among the members of the Board for signature. A Board member may request that a certificate be placed on the Board's agenda for presentation during a Board meeting under the criteria listed below. If no such request is made, the Clerk of the Board will forward the signed certificate to the requestor after all Board members have signed it.

Individual supervisors will not request that a certificate be placed on the agenda unless the certificate honors a present or retiring County employee, a high-ranking government official, or a person or group that has made a contribution of County-wide significance in a field directly related to the County's business.

Proclamations will ordinarily be placed on the regular agenda. The department that requests a proclamation must prepare the Board Report for the agenda. At times, a department will be asked to prepare the Board Report for a non-County group or agency that provides services complimentary to those provided by the department. On those rare occasions when no department has a connection to the recipient of the proclamation, a Board member will be asked to sponsor the proclamation, and no Board Report is required. The proposed proclamation should be e-mailed to the Clerk of the Board, whose staff will make sure that it is in the correct format.

Certificates are ordinarily not placed on plaques, except those for retiring employees who have worked for the County for at least 25 years. The Personnel Division will prepare the plaques for the Employee of the Month and Employee of the Year. Certificates which are not placed on the Board's agenda will not be affixed to a plaque unless a Board member or the requestor provides the plaque at his or her own expense.

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**REQUEST TO CLERK OF THE BOARD OF SUPERVISORS FOR ISSUANCE OF
PROCLAMATION OR CERTIFICATE OF APPRECIATION/COMMENDATION
(COUNTY REQUESTOR)**

Name and telephone number of requestor: _____

Organization to be honored: _____

If the person(s) to be honored are not current County employees, explain who they are and why the Board should issue the proclamation or certificate: _____

Document requested: Proclamation or Certificate

Date the proclamation or certificate is needed: _____

YOU SHOULD E-MAIL YOUR PROPOSED PROCLAMATION OR CERTIFICATE TO THE CLERK OF THE BOARD. THE CLERK OF THE BOARD STAFF WILL PROVIDE A FORMAT FOR YOU TO USE. YOU MAY CONTACT THE CLERK AT (530) 225-5550.

Proclamations are placed on the consent agenda, rather than on the Board's regular agenda. All items on the consent agenda are approved in one motion and are not discussed individually. Unless they honor someone who has provided service to County government, certificates are not placed on the Board's agenda or presented during the Board Meeting. Instead, most certificates are signed as a ministerial action by each Board member and then mailed to the requestor.

If you wish your proclamation or certificate to be considered by the Board as part of its regular agenda (and those that honor current or retired County employees are generally placed on the regular agenda), the Clerk of the Board will submit your request to the Chairman for approval. A board report must be prepared by the department head or (for Board-initiated matters) the Clerk of the Board. If you wish to have the matter placed on the regular agenda, please state how the person or group to be honored has made a contribution of County-wide significance in a field related to the County's business: _____

_____.

If you want a Supervisor to present the document at a presentation ceremony or other gathering, you must make arrangements with the Supervisor yourself. You should contact the Supervisor in the district in which the person or organization to be honored lives or does business.

Under certain circumstances, the Clerk of the Board will provide a frame or plaque for the document. If he/she cannot, you may provide a frame or plaque for the 8½" x 11" certificate or proclamation.

NOTE: A MINIMUM NOTICE OF 10 DAYS IS NECESSARY TO PREPARE THESE DOCUMENTS. YOUR REQUEST MAY BE REJECTED BY THE CLERK FOR UNTIMELINESS.

Date: _____

Signature of Requestor

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**REQUEST TO CLERK OF THE BOARD OF SUPERVISORS FOR ISSUANCE OF
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(NON-COUNTY REQUESTOR)**

Name of organization and person requesting proclamation or certificate: _____

Description of the organization and its sponsors, members, or proponents: _____

Address and telephone number of the organization and the person requesting the proclamation or certificate: _____

Document requested: Proclamation or Certificate

Date the proclamation or certificate is needed: _____

Person or organization to be honored: _____

YOU SHOULD E-MAIL YOUR PROPOSED PROCLAMATION OR CERTIFICATE TO THE CLERK OF THE BOARD, WHOSE STAFF WILL PROVIDE A FORMAT FOR YOU TO USE. YOU MAY CONTACT THE CLERK AT (530) 225-5550.

Proclamations are placed on the consent agenda, rather than on the Board's regular agenda. All items on the consent agenda are approved in one motion and are not discussed individually. In most cases, certificates are not placed on the Board's agenda or presented during a Board meeting. Instead, certificates are signed as a ministerial action by each Board member and then mailed to the requestor.

If you wish your proclamation or certificate to be considered by the Board as part of its regular agenda, the Clerk of the Board will submit your request to the Chairman for approval, and a proclamation will be prepared by the Administrative Secretary to the Board. If you wish to have the matter placed on the regular agenda, please state why you believe the matter has County-wide significance in a field directly related to the County's business: _____

If you want a Supervisor to present the document at a presentation ceremony or other gathering, you must make arrangements with the Supervisor yourself. You should contact the Supervisor in the district in which the person or organization being honored lives or does business.

If you wish, you may provide a frame or plaque for the 8½" by 11" certificate or proclamation. The County is unable to provide frames or plaques for these documents.

NOTE: A MINIMUM NOTICE OF 10 DAYS IS NECESSARY TO PREPARE THESE DOCUMENTS. YOUR REQUEST MAY BE REJECTED BY THE CLERK FOR UNTIMELINESS.

Date: _____

Signature of Requestor

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RESPONSIBLE DEPARTMENTS

Clerk of the Board of Supervisors

REFERENCES

- Administrative Update--07/13/2012
- BOS Policy Resolution No. 2008-02--3/4/08 (Amended)
- BOS Policy Resolution No. 2004-4--7/27/04 (Amended)
- BOS Policy Resolution No. 93-5--6/1/93 (Amended)
- BOS Policy Resolution No. 91-5--6/25/91