

01. ADMINISTRATION

1.5. Proclamations

BOS Approved January 6, 2016

1.5.1. Purpose. This policy defines the intent, request process, approval steps and timeline governing Fluvanna County Proclamations.

1.5.2. Policy Intent

A. Proclamations are ceremonial documents adopted by the Board of Supervisors for the purpose of drawing public awareness to declarations of a day/week/month in honor of charitable events, arts and cultural celebrations or other special honors. It is typically used to make a public announcement.

B. The goal of a proclamation is to honor and celebrate events or to increase awareness of significant issues of importance to Fluvanna County residents. These public service documents are strictly honorary and are not legally binding. All proclamations will be reviewed on a case-by-case basis.

1.5.3. General Submission Requirements

A. All requests for proclamations must be submitted in writing to the County Administrator's Office, Attn: Clerk to the Board of Supervisors. Requests can be hand-delivered, submitted via email or U.S. mail to the attention of the Clerk of the Board.

B. Requests must include the requesting organization's full legal name and tax status and the contact person's first and last name, street and email address and telephone number.

C. Requestors will provide a brief summary which includes sufficient background of the event or celebration and a brief history of the organization. They must also include a brief narrative specifically identifying the relevance to Fluvanna County residents, which explains why it is important for the Board of Supervisors to adopt the proclamation and its planned use.

D. Requestors will provide a draft text for the proclamation, including "Whereas" clauses and concluding with a "Now, Therefore" declaration. Include the name and date(s) of the day, week, and month of the event to be proclaimed.

Note: Traditional proclamations begin with a series of clauses starting with the word "Whereas," which means "because," "in as much as," or "since." "Whereas" clauses set the stage, state the issue, and suggest actions and reasons why the proclamation is being issued. They are followed by one phrase beginning with "Now, Therefore," which is the actual declaration and request for specific support.

Example:

- what is being proclaimed: Example, John Doe Day
- what date is being proclaimed January 1, 2014
- Brief history of organization or biography of the person, purpose, goals, or theme.
- A description of who will benefit from this event and what will take place during this time of celebration/recognition.
- Ending with “Now, Therefore,” and the actual declaration or request for support

E. A deadline, if any, for when the proclamation is needed.

F. Name and contact information for representative(s) who will be present at Board of Supervisors meeting, if different from person submitting the request.

G. To ensure efficient processing, requests should be made at least four weeks in advance of the date the document is needed and be submitted with complete information.

1.5.4. Approval Steps and Timeline for Board Adoption

A. Request is made regarding the Board supporting a proclamation. If the request is first made to a Supervisor, the representative will be directed to the Clerk of the Board. The Clerk will advise the representative of the process and submission requirements.

B. Once the submission is received, the Clerk will review the request for completeness, format the draft resolution as shown in the attachment, and then forward it to the County Administrator for review.

C. If the proclamation request is approved for the agenda by the County Administrator and Board Chair, the Clerk will contact the representatives and make arrangements for them to appear at the scheduled Board meeting, as necessary.

D. Final edits will be made by the Clerk and the draft will be provided in the Board package with other materials for the Board meeting.

E. Proclamations will generally be placed on the Consent Agenda for consideration.