Proclamation Policy Update

Presented by

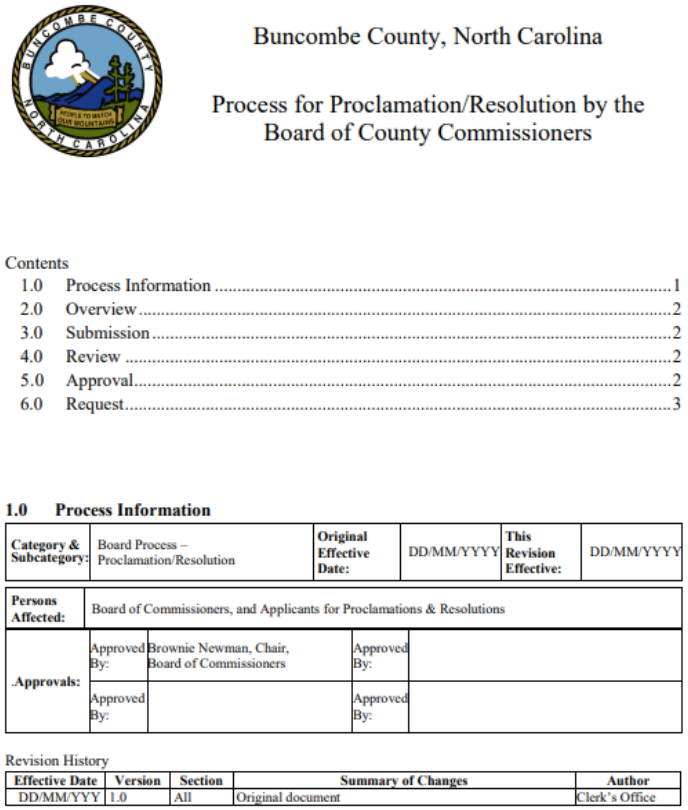
Sarah Gross, Clerk to the Board

Board of Commissioner's Briefing

November 18, 2025

Background Information

- The current Proclamation Policy was drafted and presented to the Board in 2021.
- The Policy remains in effect until the Board votes to amend it.
- Questions have been raised regarding process for reviewing and approving Proclamation requests.
- The proposed updated Policy is intended to clarify the process for submitting, reviewing, and approving Proclamation requests.



Buncombe County, North Carolina

Process for Proclamation/Resolution by the Board of County Commissioners

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1.0 Process Information

Category & Subcategory:	Board Process – Proclamation/Resolution	**Original Effective Date:**	DD/MM/YYYY	**This Revision Effective:**	DD/MM/YYYY

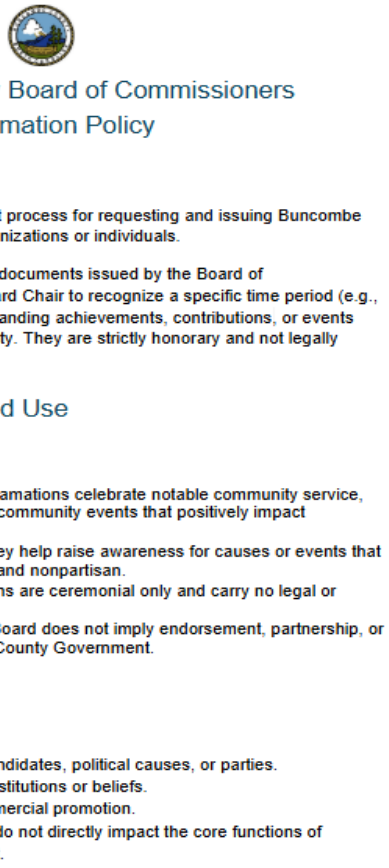
Persons Affected:	Board of Commissioners, and Applicants for Proclamations & Resolutions				
Approvals:	Approved By:	Brownie Newman, Chair, Board of Commissioners	Approved By:		
	Approved By:		Approved By:		

Revision History

Effective Date	Version	Section	Summary of Changes	Author
DD/MM/YYY	1.0	All	Original document	Clerk's Office

Proposed Update Policy

- Review of various Proclamation Polices, including the State of North Carolina's Policy.
- Written for **external** parties requesting Proclamations.
- Public-facing document.
- To be voted on by the Board.



Buncombe County Board of Commissioners
Proclamation Policy

Purpose

This policy provides a clear, consistent process for requesting and issuing Buncombe County Proclamations to external organizations or individuals.

Proclamations are official, ceremonial documents issued by the Board of Commissioners and signed by the Board Chair to recognize a specific time period (e.g., day, week, or month) or to honor outstanding achievements, contributions, or events that positively impact Buncombe County. They are strictly honorary and not legally binding.

1. Objectives and Intended Use

Proclamations serve to:

- **Honor and Recognition:** Proclamations celebrate notable community service, achievements, leadership, and community events that positively impact Buncombe County.
- **Awareness and Inclusion:** They help raise awareness for causes or events that are broadly relevant, inclusive, and nonpartisan.
- **Honorary Nature:** Proclamations are ceremonial only and carry no legal or regulatory authority.
- **Neutrality:** Issuance from the Board does not imply endorsement, partnership, or political support by Buncombe County Government.

Restricted Use

Proclamations will not:

- Promote or endorse political candidates, political causes, or parties.
- Promote or endorse religious institutions or beliefs.
- Be used for advertising or commercial promotion.
- Take positions on matters that do not directly impact the core functions of Buncombe County Government.

Proposed Updates

Policy Section	Update(s) Made	Reasoning
General Use	Current Policy is written for internal use. Update Policy is designed to be public-facing and provide clear instructions.	The current policy and guidelines are not publicly accessible and therefore have not been followed consistently.
Objectives and Intended Use	Updated Policy outlines acceptable and unacceptable Proclamation uses.	Clarifies the purpose and uses for Proclamations. Removes language referring to Resolutions to avoid confusion.
Submission Process	Current Policy requires a 6-week advanced notice. The updated policy reduces this to 3-weeks.	A 6-week lead time has proven difficult for requesting parties to meet and was rarely followed in practice.
Submission Process	Current Policy allowed recurring Proclamations each year. Updated Policy requires that requests be made each year.	There is no process to be consistent with reoccurring Proclamations. An annual request will ensure all the required information is available and updated.

Proposed Updates

Policy Section	Update(s) Made	Reasoning
(Ctrl) ▾ n Process	Updated Policy gives the Clerk's Office/Board the ability to edit draft Proclamations as needed.	The Clerk's Office needs flexibility to update and adjust formatting as necessary.
How to submit	Updated Policy includes steps for submitting a request.	Clarifies steps to include how and who to submit requests to.
Approval and Issuance	The current policy requires endorsements from three Board members before an item can be added to the agenda. The updated policy allows the Chair to approve agenda requests, with the option for the full Board to review and approve a request if the Chair denies it.	Obtaining endorsements from three Board members was burdensome for the requesting party, and there was no clear process for doing so.

Next Steps

- Incorporate Board feedback
- The proposed updated Policy will be on the **December 2, 2025**, regular meeting agenda for Board adoption.