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 shall 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.

- Serve as policy endorsements or official County positions on controversial issues.

2. Who May Request

Requests may be submitted by:

- Members of the public-at-large / organizations.
- Buncombe County Commission members.
- Buncombe County staff/departments.

3. Submission Process

Timeline

- Requests must be submitted at least three (3) weeks prior to the date the proclamation is needed.
- Late requests may not be processed in time for recognition.
- Approved Proclamations must be made prior to the scheduled event for recognition.
- Proclamations are not automatically renewed; a new request must be submitted each year.

How to Submit

Requests should be made via email to the Clerk's Office – contact information is listed below.

All requests must include:

1. Name of the requesting organization or individual.
2. Contact information, including a valid email address for follow-up questions.
3. Proposed date(s) or observance period.
4. Description of the event, cause, or milestone being recognized.
5. Local relevance and importance to Buncombe County residents.
6. How and to whom the proclamation will be presented or displayed (if applicable).
7. Draft Proclamation language with 5-7 "Whereas" statements
8. Note: Any draft language submitted must be factually accurate and up to date. The Board or Clerk's Office reserves the right to edit or rewrite any proposed text for clarity, tone, accuracy and/or formatting.

5. Approval and Issuance for External Requests

- The Clerk's Office will review each request for completeness, compliance, and alignment with this polices intended uses.
- The Deputy Clerk will send them to the Board Chair for approval and note any non-compliant or incomplete requests when submitting them for review.
- The Chair will approve or deny the Proclamation request. If denied by the Chair and the requested Proclamation meets all the qualifications outlined in this policy, the request may be made before the full Board in an open session for further consideration to add the Proclamation to the agenda.
- The Deputy Clerk will follow up with the Requester and coordinate when the Proclamation will be received.

6. Presentation

Approved proclamations may be:

- Presented during a scheduled Board of Commissioners meeting, or
- Provided directly to the requesting organization for distribution or display.
- Details of presentation will be coordinated by the Clerk's Office.

8. Contact Information

For questions, assistance, or to submit a proclamation request contact:

Stacey Woody, Deputy Clerk
Buncombe County Clerk's Office
Phone: 828-250-4100
Email: stacey.woody@buncombecounty.org

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Requires Board Approval:	Yes
Board Amendment Date:	December 2, 2025
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