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

2.0 Overview

• Objective: Provide a regularly scheduled process for the Board of Commissioners to consider "Board Member Proclamations/Resolutions" and other resolutions not considered as normal business.

• Intended Usage: Acknowledge commendable community or public service contributions, outstanding achievements as it relates to academics, athletics, or community service, and acts of leadership or valor.

• Restricted Usage:

- Positions, by resolution, on matters unless they are germane to or have a direct impact on the core functions of Buncombe County Government.
- Promote or endorse political candidates, political causes, religion or religious institutions.

• Who May Request: The public-at-large, Buncombe County Board Members, or Buncombe County Staff.

3.0 Submission

• On an ongoing basis, the Board of Commissioners will receive requests from the public.

• Documentation may be received for future events or observances.

• Approved requests will be recognized during the appropriate month (e.g., Black History, Adoption Awareness).

4.0 Review

• Clerk's Office will compile and review documentation for completeness, compliance, and alignment with the mission and values of Buncombe County Government.

• Clerk will note documents that are non-compliant when sending to the Board of Commissioners.

5.0 Approval

• Board of Commissioners will review the compiled documents before future regular meetings and any three (3) members of the Board may determine which to acknowledge.

• Commissioners may determine that a proclamation be recognized on a recurring basis through vote/resolution. The proclamation will be added to the "List of Buncombe County Observances"

6.0 Request

- The public can request a proclamation to commemorate special events.

- Each proclamation request should include:
    - the name of the group or organization making the request,

    - local events or opportunities for the public to engage in activities related to the request,

    - the overall importance to Buncombe County or region,

    - if approved, how the proclamation will be displayed, distributed or presented (by whom and to whom),

    - alignment with Buncombe County's mission, vision and values,

    - draft resolution/proclamation using proclamation template in electronic format, and

    - when the proclamation is requested.

- Requests should be submitted at least 6 weeks prior to the date the proclamation is needed to allow time for processing.

- For questions, please contact the Clerk's Office.