Proclamation Cross Walk

The current Proclamation Policy, drafted in 2021, was written as internal administrative guidance for staff and Commissioners and is not accessible to the public for submitting requests. The proposed updated Policy is designed to be a public-facing document that provides clear instructions and guidance on how to request Proclamations.

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.
Submission 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.