

**Monterey County Board of Supervisors  
Referral Submittal Form**

**Referral No. 2024.02**  
**Assignment Date: 02/27/2024**  
(Completed by CAO's Office)

**SUBMITTAL - Completed by referring Board office and returned to CAO no later than 10:00AM on Wednesday prior to Board meeting:**

Date: 2/14/24	Submitted By: Supervisor Glenn Church	District #: 2
Referral Title: County of Monterey Ceremonial Document Policy		
Referral Purpose: To bring clarity and accountability to the current guidelines for requesting and promulgating Ceremonial Documents from the County of Monterey Board of Supervisors, the Chair of the Board of Supervisors, and from individual Supervisorial offices, the following policy is suggested.		
Brief Referral Description (attach additional sheet as required):		
<p><b>DEFINITIONS</b></p> <p><b>Board of Supervisors Ceremonial Resolution:</b></p> <ul style="list-style-type: none"> <li>Printed on Ceremonial Document paper; framed if presented in Chambers (finished size, 11 x 17"). If presented at an outside event, document will be delivered in a presentation folder.</li> <li>Signed by all Supervisors and appears on the BoS Agenda.</li> <li>Recognition of at least 15 years of County or community service, or commendation of organizations or individuals for unique lifetime achievements.</li> </ul> <p><b>Chair's Ceremonial Resolution:</b></p> <ul style="list-style-type: none"> <li>Printed on Ceremonial Document paper, unframed; delivered in a presentation folder.</li> <li>Signed by the Chair of the BoS and does not appear on the BoS Agenda.</li> <li>Recognition of significant individual and/or organizational achievements or annual/recurring events or periods of recognition (ex: National Nurses Week.)</li> </ul> <p><b>Supervisor's Proclamation:</b></p> <ul style="list-style-type: none"> <li>Printed on paper of Supervisor's choosing, presented at special event either framed or in a folder provided by Supervisorial office.</li> <li>Signed by individual Supervisor and does not appear on the BoS Agenda.</li> <li>Recognition of significant individual and/or organizational achievements or annual/recurring events, and to make public announcements that are specifically relevant to individuals, organizations, or other groups in the Supervisor's district.</li> </ul> <p><b>REQUESTING A CEREMONIAL DOCUMENT:</b></p> <ul style="list-style-type: none"> <li>All Resolutions must be submitted with the Ceremonial Document Request Form (available on the Clerk of the Board page on the County website.) <ul style="list-style-type: none"> <li>County offices should send the Request Form and the Resolution to the Chair of the Board and to Clerk of the Board.</li> <li>Non-County entities and members of the public should send their Request and Resolution to their Supervisor's office.</li> </ul> </li> <li>Staff should edit both content and copy prior to sending it to the office of the Chair of the Board and Clerk of the Board.</li> <li>If the subject of the Resolution is not represented by a single Supervisor, the Resolution and Request should be sent directly to the office of the Chair.</li> <li>Resolutions and Requests must be submitted to the Chair no later than two weeks prior to the desired BoS Meeting date.</li> </ul>		
<b>Classification - Implication</b>		<b>Mode of Response</b>
<input type="checkbox"/> Ministerial / Minor		<input type="checkbox"/> Memo <input type="checkbox"/> Board Report <input type="checkbox"/> Presentation

<input type="checkbox"/> Land Use Policy <input type="checkbox"/> Social Policy <input type="checkbox"/> Budget Policy <input checked="" type="checkbox"/> Other: BoS Policy	<b>Requested Response Timeline</b>		
	X 2 weeks	<input type="checkbox"/> 1 month	<input type="checkbox"/> 6 weeks
<input type="checkbox"/> Status reports until completed			
<input type="checkbox"/> Other: _____ <input type="checkbox"/> Specific Date: _____			

**ASSIGNMENT – Provided by CAO at Board Meeting. Copied to Board Offices and Department Head(s) Completed by CAO’s Office:**

Department(s): Clerk of the Board	Referral Lead: Valerie Ralph	Board Date: 2/27/2024
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**REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO’s Office:**

Department(s):	Referral Lead:	Date:
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**ANALYSIS - Completed by Department and copied to Board Offices and CAO:**

Department analysis of resources required/impact on existing department priorities to complete referral:	
Analysis Completed By:	<b>Department’s Recommended Response Timeline</b>
_____	<input type="checkbox"/> By requested date
Date: _____	<input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> 6 months
	<input type="checkbox"/> 1 year <input type="checkbox"/> Other/Specific Date: _____

**REFERRAL RESPONSE/COMPLETION - Provided by Department to Board Offices and CAO:**

Referral Response Date:	Board Item No.:	Referrals List Deletion:
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**Note:** Please cc Claudia Escalante and Karina Bokanovich on all CAO correspondence relating to referrals.