

# County of Monterey Board Policy Manual

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Ceremonial Document Policy		1 - 3
<b>Policy Category</b> Government and Administration		

## I. 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.

## II. Background

Ceremonial documents are official announcements and/or public declarations issued by the Supervisors, individually or as a Board. They are generally issued to individuals/organizations residing in or doing business within Monterey County.

The primary reasons for issuance include:

- Recognition of action/service above and beyond the call of duty;
- Recognition of extraordinary achievement;
- Supporting actions that improve the quality of life of the Monterey County community; and
- Raising public awareness on issues that directly affect the Monterey County Community.

## III. Policy

NA

## IV. Procedure

### DEFINITIONS

#### Board of Supervisors Ceremonial Resolution:

- 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.
- Signed by all Supervisors and appears on the Board of Supervisors agenda.

- Recognition of at least 15 years of County or community service, or commendation of organizations or individuals for unique lifetime achievements.

### **Chair's Ceremonial Resolution:**

- Printed on Ceremonial Document paper, unframed; delivered in a presentation folder.
- Signed by the Chair of the Board of Supervisors and does not appear on the Board of Supervisors agenda.
- Recognition of significant individual and/or organizational achievements or annual/recurring events or periods of recognition (ex: National Nurses Week.)

### **Supervisor's Proclamation:**

- Printed on paper of Supervisor's choosing, presented at special event either framed or in a folder provided by Supervisorial office.
- Signed by individual Supervisor and does not appear on the Board of Supervisors agenda.
- Recognition of significant individual and/or organizational achievements or annual/recurring events,

### **Requesting a Ceremonial Document:**

- All Resolutions must be submitted with the Ceremonial Document Request Form
  - County offices should send the Request Form and the Resolution to the Chair of the Board and cc the Clerk of the Board ([112-ClerkoftheBoardEveryone-gp@co.monterey.ca.us](mailto:112-ClerkoftheBoardEveryone-gp@co.monterey.ca.us)).
  - Non-County entities and members of the public should send their Request Form and Resolution to their Supervisor's office. Please check what your District here: [Find District](#)
- Staff should edit both content of the Resolution and copy prior to sending it to the office of the Chair of the Board and cc the Clerk of the Board (email address reflected above).
- If the subject of the Resolution is not represented by a single Supervisor, the Request Form and Resolution should be sent directly to the office of the Chair and cc the Clerk of the Board.
- Request Forms and Resolutions must be submitted to the Chair no later than two weeks prior to the desired Board of Supervisors meeting agenda date.
- All requests go through an internal review and approval process. Each Supervisor reserves the right to determine the type of document to be issued based upon the information provided by the requesting individual and/or organization. However, the Chair has final discretion.

### **Format and Content of the Resolution:**

- Must fit on one 8 ½ x 11 page using 12 point Times New Roman font.
- The Resolution should read as one long sentence with four to six "Whereas" clauses. The only period should be after the final "Whereas" clause.

- The recipient's name should be in bold within every "Whereas" clause.
- The "Whereas" clauses should highlight relevant information about the recipient and the reason for recognition.
- All numbers should be spelled out. (ex. 45 should be written as forty-five.)
- The Resolution should end with a "Now Therefore Be It Resolved" clause that proclaims the reason for the Resolution.
- Sample ceremonial documents can be found in previous Board agenda's online at [County of Monterey - Calendar \(legistar.com\)](https://legistar.com/County_of_Monterey_Calendar).

#### **Limitations:**

- Individuals/Organizations are limited to receiving one resolution per calendar year.
- Each renewal request will be reviewed on a case-by-case basis.
- Submission of request does not guarantee issuance. Due to the volume of submissions received, every request may not be granted. The Board of Supervisors reserves the right to decline any request as well as the right to make exceptions to the Ceremonial Resolution Policy.

#### **V. Document References**

Ceremonial Document Request Form link:

[Microsoft Word - Ceremonial Document GUIDELINES & FORM.doc \(monterey.ca.us\)](https://monterey.ca.us/Microsoft_Word_-_Ceremonial_Document_GUIDELINES_&_FORM.doc)

\*\*This will be updated to reflect the new Form if approved

#### **VI. Review Date**

This Policy will be reviewed for continuance in 2027.

#### **VII. Board Action**

Legistar File Number: PAR 24-003, March 19, 2024.