



# Buncombe County, North Carolina

## Process for Proclamation/Resolution by the Board of County Commissioners

### Contents

1.0	Process Information .....	1
2.0	Overview .....	2
3.0	Submission .....	2
4.0	Review .....	2
5.0	Approval.....	2
6.0	Request.....	3

### 1.0 Process Information

<b>Category &amp; Subcategory:</b>	Board Process – Proclamation/Resolution	<b>Original Effective Date:</b>	DD/MM/YYYY	<b>This Revision Effective:</b>	DD/MM/YYYY
<b>Persons Affected:</b>	Board of Commissioners, and Applicants for Proclamations & Resolutions				
<b>.Approvals:</b>	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

Title: Process for Proclamation/Resolution by the Board of County Commissioners	Process #: N/A	Revision #: 1.0
---	----------------	-----------------

## 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”

Title: Process for Proclamation/Resolution by the Board of County Commissioners	Process #: N/A	Revision #: 1.0
---	----------------	-----------------

## 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.