**Proclamation Policy**

Proclamations are issued by the Chair of the Board of County Commissioners to honor and celebrate events, recognize achievements or increase public awareness of noteworthy causes. Requests are reviewed on a case-by-case basis and are honored at the Chair’s discretion and subject to the guidelines of this policy. The Board of County Commissioners/Clerk to the Board’s Office/County Manager’s Office reserve the right to decline any proclamation request or edit any draft language.

Proclamations are strictly ceremonial. These documents are not legally binding and should not be interpreted as a policy endorsement. Requests should be received four (4) to six (6) weeks before the date for which the proclamation(s) is/are needed and may be rejected if they are not received sooner.

**What are the criteria for a proclamation request?**

* Proclamations must hold statewide significance or serve an educational purpose for a significant number of Durham County citizens
* Proclamations may recognize a day, week or month
* Proclamations for the benefit of specific for-profit organizations, policy organizations, businesses or individuals will not be issued
* Proclamations for anniversaries, weddings, birthdays or retirements will not normally be issued except in extraordinary circumstances such as a 100th birthday or 75th anniversary
* Requests must be made on an annual basis. Proclamations will not be automatically renewed
* Multiple requests from the same organization may not be honored in the same calendar year
* Requests that are similar to proclamations that have already been issued may be denied

**Who can make a proclamation request?**

Anyone may make a proclamation request. However, proclamations must have a direct relationship to Durham County citizens, events, achievements, services or noteworthy causes. The decision to issue a proclamation is done completely at the discretion of the Chair of the Board, and they and County staff reserve the right to deny requests for proclamations at any time.

**How should a proclamation request be made?**

Requests can be mailed, e-mailed, faxed or hand-delivered. Because of the large volume of requests, we cannot honor phone requests.

Mail Requests to: Email Requests to: Fax Requests to:

Monica W. Wallace clerk@dconc.gov (919) 560-0013

Clerk to the Board

200 East Main Street, 2nd Floor

Durham, NC 27701

**Proclamation Information**

Required fields are marked by an asterisk (\*).

\*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Phone (day): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (evening/cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unless advised otherwise, all contact regarding this request will be to the above listed person.

\*Title of Proclamation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Date Proclamation is needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Purpose of the Proclamation (draft language and/or background of the person, event or organization):

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**INTERNAL USE ONLY. DO NOT WRITE BELOW THIS LINE.**

 □Approved □Not Approved

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Request Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date to be Introduced: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Presentation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please forward completed form to the Clerk to the Board’s Office

Durham County Administrative Complex | 200 East Main Street, 2nd Floor | Durham, NC 27701

Phone: (919) 560-0025 | Fax: (919) 560-0013

Email: clerk@dconc.gov