**Resolution Policy**

Resolutions are administrative acts taken by the Board of County Commissioners to agree to County business and transactions. A resolution may be issued to express the Board's policy; direct administrative or legal action; or to make a public statement from the Board. 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 resolution request or edit any draft language. Requests should be received four (4) to six (6) weeks before the date for which the resolution(s) is/are needed and may be rejected if they are not received sooner.

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

* Resolutions that hold local, state or national significance or serve an educational purpose for a significant number of Durham County citizens
* Recognition of individuals or groups who have made significant contributions to the Durham community
* Recognition of long-term employees Durham County employees (10 years or more) separating service who have made significant contributions during their employment with the Durham County Government
* Commendation for heroism, Boy/Eagle Scout achievement, school/sports groups achievements, non-profit corporations and retirements (within Durham County of 10 years of more)
* Appreciation for monetary donations, in-kind contributions, cultural contributions and volunteer efforts
* 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 resolutions that have already been issued may be denied

**Who can make a resolution request?**

Anyone may make a resolution request. However, resolutions must be within the criteria outlined in the previous section. The decision to issue a resolution is done completely at the discretion of the Chair of the Board, and they and County staff reserve the right to deny requests for resolutions at any time.

**How should a resolution 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](mailto:clerk@dconc.gov) (919) 560-0013

Clerk to the Board

200 East Main Street, 2nd Floor

Durham, NC 27701

**Resolution 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 Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Date Resolution is Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Purpose of the Resolution (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](mailto:clerk@dconc.gov)