



# County of Tulare

## Board of Supervisors

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### **GUIDELINES FOR PROCLAMATIONS FROM THE TULARE COUNTY BOARD OF SUPERVISORS**

Proclamations are provided by the Tulare County Board of Supervisors as a courtesy to County residents. These public service documents are strictly honorary and are not legally binding. All proclamations are reviewed on a case-by-case basis. The Board of Supervisors' office reserves the right to decline any request for a proclamation or to make exception to the following guidelines:

#### **Who can make a proclamation request?**

- The request must be made by a County resident or organization.
- Multiple requests by the same organization will not be honored in the same calendar year.

#### **Policy**

- Proclamations recognize a day, week, month, or year. Proclamations can reflect a person's achievement, a commemorative event, an anniversary of an event, a groundbreaking event, Chamber of Commerce awards, Community Spirit recognitions, Awareness days, etc.
- Proclamations can be issued for California non-profit organizations with local and regional interest preferably but statewide is also acceptable.
- The issuance of a proclamation does not constitute an endorsement by the Board of Supervisors.
- No proclamations may be used as part of an advertisement or commercial promotion without express permission from the Board of Supervisors.
- Any draft language provided may be edited or rewritten at the discretion of the Board of Supervisors.
- The Clerk of the Board keeps a copy of the proclamation on file at all times.
- No formal Board action is required when issuing a proclamation.

#### **Criteria**

- Must be requested or endorsed by a Tulare County resident/affiliate. Out-of-state requests will be declined unless in the event of a disaster or emergency.
- Should not duplicate other requests. Requests that are similar to already issued proclamations may be declined.

#### **Making a request**



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- Your request must be submitted in writing. Requests may be submitted via [www.tularecounty.ca.gov/board](http://www.tularecounty.ca.gov/board) under “Information,” e-mailed to a board representative ([board\\_representatives@co.tulare.ca.us](mailto:board_representatives@co.tulare.ca.us)) or faxed to (559) 733-6898 or mailed to the following:

Tulare County Board of Supervisors Staff  
2800 W. Burrel Ave  
Visalia, CA 93291

- Your written request should be accompanied by a draft of the proclamation.
- You are strongly encouraged to submit your request 4-6 weeks in advance of your requested date. Requests will be accepted no more than four months in advance. If less than a two week notice is given, the Board of Supervisors reserves the right to decline providing the proclamation.

### **What must the request include?**

- Contact person’s first and last name, address and telephone number.
- A brief summary and background of the event or organization.
- The name and date(s) of the day, week, month, or event to be proclaimed.
- Proposed text for the proclamation, including 4-6 “whereas” clauses.
- An indication of whether the proclamation should be mailed or will be picked up.
- An indication of a desire for presentation at Board Meeting.
- Proclamation request date.

### **Other guidelines:**

- Proclamations should not take sides in matters of political controversy.
- Proclamations should not address personal convictions.
- The Board of Supervisors office reserves the right to modify or deny any proclamation request.
- Once a proclamation request has been made, our office will contact you to inform you of our decision regarding the request.
- If approved, oral presentation is limited to 5-8 minutes.