

## Proclamation Policy

The intent and purpose of this Policy is to provide uniformity throughout the process, and to make written guidelines available to interested parties.

The Indian River County Board of County Commissioners (BOCC) welcomes the opportunity to recognize exceptional events within Indian River County. Proclamations and Certificates of Recognition are ceremonial documents issued by the BOCC to honor and celebrate events, recognize achievements, or increase public awareness of noteworthy causes, events, milestones, or achievements and are approved on a case-by case basis. Proclamations must be specific to Indian River County. Individuals requesting proclamations must be clearly associated with the entity, person or subject matter being honored. Proclamations and presentations must be of significance, interest or relevance to Indian River County residents, businesses, initiatives or programs.

### **General:**

Typically, the BOCC considers no more than three (3) proclamations per meeting. The number of issued proclamations considered will be at the discretion of the BOCC Chair.

Proclamations may be issued for a day(s), week(s) or month. An organization does not have exclusive rights to the day, week or month of the requested proclamation.

Proclamations for individuals or businesses will not be accepted. Individual accomplishments of local significance are more appropriately recognized with a Certificate of Recognition or congratulatory letter signed by the BOCC Chair. These certificates or letters are not legally binding, nor do they constitute an endorsement by the County or BOCC.

All Proclamations are issued at the discretion of the Chairman of the Board of County Commission. Indian River County Board of County Commission reserves the right to modify or deny any request and to make exceptions to these guidelines.

Proclamations may be presented during the BOCC meeting for which it's been approved, may be mailed to the requestor or may be presented at an event relating to the proclamation announcement by one of the Commissioners. Proclamations may not be read in full at the BOCC meeting.

One (1) copy of the proclamation will be issued to the requesting organization, unless otherwise approved by the BOCC Chair.

### **Proclamation and Certificate of Recognition Request Requirements:**

Requests should be submitted to the BOCC a minimum of 30 days before and no more than 6 months in advance of the proclamation date.

Please allow 7 business days for the request to be reviewed; notification will be sent to the email address provided on your request.

Requests can be mailed, faxed, emailed or hand-delivered.

- email to [recognition@indianriver.gov](mailto:recognition@indianriver.gov)
- fax to 772-226-1451 (Please confirm receipt at 772-226-1490)
- mail to Board of County Commission Office, 1801 27th Street, Vero Beach, FL 32960-3388 (Please confirm receipt at 772-226-1490) 4. deliver to Board of County Commission Office at 1801 27th Street, Building A, 2nd Floor, Executive Offices Wing B.

Requests should include the following information:

- Contact Persons Name, Phone Number, Address, and E-Mail Address
- Name(s) and Title (s) of person(s) who will be accepting the Proclamation
- Name(s) and Title (s) and mailing address of person(s) who will be accepting the Certificate of Recognition
- If the request is to have Proclamation or Certificate of Recognition presented at an event please indicate the date, time and location of such

Requests should include a sample proclamation, or a similar proclamation issued by another entity. It is not the responsibility of the BOCC to research and provide content for requested proclamations. The BOCC reserves the right to edit or change language provided.

Please let us know if the Proclamation is requested for presentation at a Board meeting, mailed to an outside party, or presented at an outside special event. If the proclamation is to be presented, please provide requested date of Presentation

### **Proclamations can be issued for:**

- Matters of public awareness about an issue, particular event, program, or cause for a community organization
- Important and significant occasions that enrich society and increase public awareness of issues that will help to improve the health, safety, and welfare of the citizens of Indian River County
- Cultural or historical occasions
- A commemoration of a specific accomplishment, time, period or event that impacts a large number of Indian River County residents
- An Indian River County resident celebrating a centennial (100th) birthday

- An Indian River County employee retiring with 25 or more years of service

**Proclamations will NOT be issued for:**

- Events or organizations with no direct relationship to Indian River County
- Campaigns or events contrary to Indian River County policy or the wellbeing of its citizens
- Anything that may suggest an official county position on a matter under consideration
- Individual recognitions or milestones, with the exceptions of centennial birthdays

**A Certificate of Recognition or congratulatory letter may be issued for the following:**

- Acts of heroism
- Special honors
- Recognition and celebration of extraordinary achievements that directly impact the County
- Charitable fundraising campaigns
- Indian River County employee retirements less than 25 years of service
- Constitutional Office employee retirements of any tenure

Requests for Proclamations or Certificates of Recognition that are similar to those that have already been issued during the same calendar year may be declined.

Requests for Proclamations or Certificates of Recognition may be declined if such request would result in the issuance or adoption by the Board of more than one Proclamation or Certificate of Recognition per calendar year for the same individual or organization, or for the same event, occasion, program, or cause.

Proclamations and Certificates of Recognition for an annually occurring event, occasion, program, or cause shall not be automatically issued or adopted each year. Requests for such Proclamations and Certificates of Recognition will be required each year and will be reviewed on a case-by-case basis.

No Proclamation or Certificate of Recognition shall be used by the recipient as part of an advertisement or commercial promotion.