

## **Klamath County Board of Commissioners**

### **Citizen-Initiated Proclamation Policy**

**POLICY:** It is the policy of the Klamath County Board of Commissioners to consider citizen requests to proclaim certain events or causes, when such proclamations positively impact the community and express an affirmative message to Klamath County residents.

The following guidelines and requirements apply to requests for consideration citizen-initiated proclamations:

1. The person(s) making the request should be a Klamath County resident(s). The request should be made at least 14 days in advance of a regularly scheduled Board of County Commissioners' Business Meeting to allow for the approval process and the production of the document.
2. A local citizen must be in attendance to accept the proclamation.
3. Citizen-initiated proclamations are not automatically renewed. Requests must be made on an annual basis.
4. Citizen-initiated proclamations should reflect inclusiveness, not exclusiveness, and recognize that the strength of our democracy is our diversity. It must not take sides in matters of political, ideological, or religious controversy, or individual convictions.
5. Citizen-initiated proclamations will not be issued for commercial purposes, such as the opening of a new business, a new service, a new product or a new professional service. In addition, proclamations will not be issued for deceased persons, retirements, birthdays, weddings, anniversaries or family reunions.
6. The Klamath County Board of Commissioners' retains the right to decide if the citizen-initiated proclamation will be issued and the right to edit the material provided in the draft.

#### **PROCEDURE:**

1. Each request must be in the proclamation template (including the WHEREAS sentence structure) and include a specific date for the proclamation (day, week or month). The applicant must include bullet points or background highlights as part of the proclamation request. The bullet points or highlights must not exceed five and the proclamation itself must not exceed one page.
2. The Board of County Commissioners' will determine if the proposed proclamation meets the intent of this policy.
3. If approved, the proclamation will be added to the appropriate Commissioners' business meeting agenda.
4. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.