

## PROCLAMATION POLICY

Proclamations are ceremonial documents issued by the Hardee County Commission to honor and celebrate events, or increase public awareness of noteworthy causes. Presentations are near the beginning of regular Board of County Commissioner meetings and are limited to three per meeting on a first come – first serve basis.

**Criteria** – Proclamations recognize a specific day week, or month that holds local, statewide or national significance or serves an educational purpose for significant number of Hardee County residents. Personal proclamations for individuals or businesses are not accepted. Requests must be submitted by a Hardee County resident or group. An organization does not have exclusive rights to the day, week or month for their proclamation. Proclamations are not automatically renewed – requests must be made on an annual basis. Multiple requests by an organization in the same calendar year or requests that are similar to already issued proclamations may not be honored. Failure to show up for a previous proclamation may be grounds for denial of a subsequent request.

**How to Submit a Request** – Requests must be made in writing to the Hardee County Office Manager – by email, mail, fax or hand-delivery. If you are requesting a proclamation at a specific Commission meeting, you may check the County Calendar and request a date; we will attempt to accommodate the request. Requests should be made at least thirty (30) business days in advance (no more than six (6) months) to allow for review and production. Requests must include: 1. your contact information and a list of those who will present and accept the proclamation; 2. background info on the event or organization; and 3. day, week, or month to be proclaimed. Proclamations will not be placed on the Board's agenda if no requestors are planning on attending.

**Review and Approval** – Staff will review and may edit or rewrite the text provided. Staff will contact you to confirm receipt, schedule the meeting and (time permitting) provide opportunity to review the final draft. Hardee County reserves the right to deny any request with or without cause and to make exceptions to these guidelines. If your request is denied, a written explanation will be provided. Proclamations will not be issued for: 1. matters of political or social controversy, ideological or religious beliefs, or individual convictions; 2. anything that may suggest an official county position on a matter under consideration, or a political, religious, or social issue; 3. events or organizations with no direct relationship to Hardee County or its residents; and 4. campaigns or events contrary to Hardee County policy or to the wellbeing of its residents.

**Procedure** – Proclamations meeting the requirements of this policy will be listed under the Proclamations section of the Board of County Commissioners Regular Agenda. The Chairman will recognize the Presenter at the beginning of this section of the agenda. For each proclamation, the Presenter of a proclamation will be asked to come forward and the Chairman or the Presenter will then read the agenda title which briefly describes the nature of the proclamation. The county's office manager will provide the proclamation to the requestor(s). The chairman will then recognize the requestor(s) who will then be given the opportunity to speak for three (3) minutes regarding the proclamation.

Submit Request to:

Sandy Meeks, Office Manager  
Hardee County Board of County Commission Officer  
412 W. Orange Street, Room 103  
Wauchula, FL 33873  
Phone: 863-773-9430/Fax: 863-773-0958  
Email: sandy.meeks@hardeecounty.net