



Fresno County Board of Supervisors

ADMINISTRATIVE POLICY

NUMBER 77

Recognition of Individuals/Groups/Events and Related Use of County Facilities

Effective Date: April 23, 2019

Revised Date: November 3, 2020

POLICY STATEMENT

The Board of Supervisors of the County of Fresno may recognize individuals, groups, and/or events for contributions to the community and/or declare ceremonial days/months in honor of individuals, groups, and/or events based on the Criteria for Recognition as outlined in this Policy.

Criteria for Recognition

The following process shall be used when recognizing individuals, groups and/or events:

1. Departments, individuals, groups, or a Member of the Board of Supervisors that request recognition/declaration of an individual, group, and/or event shall work with the County Administrative Officer (CAO) to review the request.
 - a. These requests shall be submitted to the CAO prior to agenda review for the targeted Board meeting date.
 - b. Requests submitted after agenda review shall only proceed in the review process if approved by the CAO and Chairman.
2. After review, the CAO shall notify each Member of the Board of Supervisors of the request for recognition/declaration for placement on the Board's agenda.
3. Upon the CAO's review and approval of the request for placement on the Board's agenda, departments, individuals, or groups shall work with a Member of the Board of Supervisors to place the request on the Board's agenda.
4. The Board Member will sponsor the recognition/declaration and place a proclamation/resolution as an agenda item on the Board's agenda. The item will be placed on the Consent Calendar unless the department, individual, group or Board Member requests recognition/declaration before the Board, then the agenda item will be placed on the Board's Regular Calendar.

Requests for the use of County facilities that are related to the recognition/declaration of an individual, group, and/or event shall be submitted to the CAO for review and consideration.

MANAGEMENT RESPONSIBILITY

When a request for recognition/declaration involves a department, the department head is responsible for submitting the request to the CAO, and if approved, agendaizing the request. The CAO is also responsible for reviewing requests for recognition/declaration, notifying the Board of Supervisors of the requests, and reviewing the associated use of County facilities.