



Fresno County Board of Supervisors

ADMINISTRATIVE POLICY

NUMBER 81

Department Celebrations and Recognitions

Effective Date: 9/9/2025

POLICY STATEMENT

County departments may officially and publicly celebrate or recognize those holidays, themes, events, days, weeks, or months (each a “Celebration,” or collectively, “Celebrations”) that have been approved prior to their occurrence by a majority of the Fresno County Board of Supervisors (the “Board”) by resolution or proclamation through the Agenda Item process.

Any approval of a Celebration by a majority of the Board will remain a Board-approved Celebration unless and until a majority of the Board rescinds such approval by resolution or proclamation through the Agenda Item process. Majority Board approval must have occurred within the past 5-years.

This Administrative Policy does not affect ordinary workplace festivities by and among employees, such as those for employee birthdays, employee retirements, employee milestones, and employee-organized holiday festivities.

If a Celebration opportunity arises that, in the County Administrative Officer’s (CAO) judgment, would be approved by the Board, but comes to a Department Head’s attention prior the next scheduled Board meeting, and would occur or begin prior to the next scheduled Board meeting, this policy grants discretion to the CAO to approve the Celebration subject to ratification by the Board. The requesting Department must then submit an Agenda Item to the Board of Supervisors for the earliest practicable Board date after the CAO’s approval.

MANAGEMENT RESPONSIBILITIES

The CAO is responsible for developing procedures to ensure that all Celebrations undertaken by County departments comply with this Administrative Policy.

Prior to any County department planning for or undertaking any Celebration, the County Department Head of such County department shall confirm that such Celebration has been approved prior to its occurrence by a majority of the Board by resolution or proclamation.

GENERALLY PROHIBITED CELEBRATIONS

Any Celebration that has not been approved prior to its occurrence by a majority of the Board by resolution or proclamation may not be officially or publicly celebrated or recognized by County departments.