

Board of County Commissioners
Leon County, Florida
Policy No. 12-5

Title:	Proclamations and Resolutions - Ceremonial Recognition Policy
Date Adopted:	May 12, 2026
Effective Date:	May 12, 2026
Reference:	N/A
Policy Superseded	Policy No. 78-4 “Proclamations” adopted September 26, 1978; Policy No. 98-01 “Model Resolutions” adopted April 14, 1998; Policy No. 12-5 “Proclamations and Resolutions- Ceremonial Recognition Policy” adopted December 11, 2012, revised September 10, 2013

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 12-5, “Proclamations and Resolutions- Ceremonial Recognition Policy,” revised September 10, 2013, be superseded, and a revised Policy be adopted in its place, to wit:

Article 1: Intent, Purpose, and Scope

- A. The intent and purpose of this Policy is to establish guidelines to govern (i) the issuance of formal recognition in support of a particular event, program, or cause, or recognition of a particular individual, (ii) the recognition and celebration of extraordinary achievements of individuals or organizations that directly impact the County, and (iii) the honoring or recognition of important and significant occasions to increase public awareness of issues that will help to improve the health, safety, and welfare of the citizens of Leon County.
- B. This Policy applies to the Board’s issuance and presentation of all Proclamations and Resolutions, as those terms are herein defined. Furthermore, this Policy shall provide the exclusive policy and procedure for presenting any Proclamation or Resolution, and shall supersede any and all provisions of other Board policies to the extent that such other provisions may be inconsistent with this Policy.
- C. Requests for Proclamations and Resolutions are reviewed on a case-by-case basis, and the Board reserves the right to decline any request, as well as the right to make exceptions to this Policy and its procedures.

Article 2: Definitions

- A. Board: the Leon County Board of County Commissioners.
- B. County: Leon County, Florida.
- C. Proclamation: the formal recognition, support, and celebration of (i) a particular event, occasion, program, or cause; (ii) a particular individual; or (iii) an extraordinary or significant achievement of an individual or organization that directly impacts the County.

- D. Resolution: a formal expression of opinion, intention, or support declared by the Board by a majority vote after consideration of the matter as presented by County staff in an agenda request.

Article 3: Criteria

- A. Requests for a Proclamation or Resolution will be considered only if its recognition, support, or celebration will result in the promotion of positive quality-of-life activities taking place in the County or will increase public awareness of issues that will help to improve the health, safety, and welfare of the citizens of the County. Examples of such activities and issues may include, but not be limited to, the following:
1. extraordinary or significant achievements of individuals or organizations that directly impact the County;
 2. honoring occasions of importance and significance to the citizens of the County; and
 3. matters with widespread community interest or concern.
- B. No Resolutions shall be adopted unless it has been considered in an agenda request at a regular meeting of the Board.
- C. Requests for Proclamations or Resolutions that are similar to those that have already been issued during the same calendar year may be declined.
- D. Requests for Proclamations or Resolutions may be declined if such request would result in the issuance or adoption by the Board of more than one Proclamation or Resolution per calendar year for the same individual or organization, or for the same event, occasion, program, or cause.
- E. Proclamations for an annually occurring event, occasion, program, or cause listed in Exhibit A shall be approved for execution by the Chairman on behalf of the Board. Requests for additional Proclamations not included in Exhibit A will require approval by the Board at a regularly scheduled meeting. If so desired, the requesting Commissioner may seek Board approval to add the newly requested proclamation to Exhibit A for automatic execution by the Chairman in the future.

The Chairman is authorized to execute those Proclamations for annually occurring events, occasions, programs, or causes listed in Exhibit A, on behalf of the Board. The Chairman may also defer to the Vice-Chairman for signature in his or her absence.

Commissioners can direct those groups/organizations recognized in Exhibit A to directly coordinate with the Agenda Coordinator to timely request a proclamation and arrange delivery of the executed document.

- F. Proclamations shall not be issued for:
1. individuals, organizations, or events that do not directly impact the County;
 2. campaigns, organizations, individuals, or events inconsistent with or contrary to County policies, ordinances, or laws;

3. events, occasions, programs, or causes that occur outside the boundaries of the County;
or
 4. events, occasions, programs, or causes sponsored by for-profit organizations, except
when such sponsorship is for a charitable purpose.
- G. No Proclamation or Resolution shall be used by the recipient as part of an advertisement or commercial promotion.
- H. Requests for Proclamations or Resolutions from national or international organizations must originate from an individual or organization located in the County; requesting proclamations must have an in-County sponsor.

Article 4: Procedure

- A. A County Commissioner may, under Commissioner Discussion Time at any regular Board meeting, request a Proclamation or Resolution.
1. With regard to a request for a Proclamation, such requests should include whether the Proclamation, if approved, would be presented at a Board meeting, mailed to an outside party, or presented at an outside special event. Absent any objections, the request for a Proclamation shall be considered approved by the Board.
 2. With regard to a request for a Resolution, such request shall require a proper motion to present the request on the agenda of a subsequent Board meeting, and shall require a favorable majority vote for approval.
 3. Proclamations for qualifying events, programs, or occasions may be approved by the Chairman during periods of time when no Board meeting is timely scheduled.
- B. The Board may authorize the Chairman to sign an approved Proclamation, attested to by the County Administrator, or a Commissioner may request that an approved Proclamation be signed by all members of the Board, attested to by the County Administrator. All Proclamations shall bear the official seal of the Board.
- C. The number of Proclamations to be issued at any one Board meeting shall be at the Chairman's discretion; provided, however, the number of Proclamations issued at any one meeting shall not exceed five.

EXHIBIT A

Recurring Leon County Proclamations

- 9/11 Day of Remembrance and Service
- Arbor Day
- Bike Month
- Breast Cancer Awareness Month
- Certified Nursing Assistant Week
- Developmental Disabilities Awareness Month
- Domestic Violence Awareness Month
- Florida Missing Children's Day
- Holocaust Days of Remembrance
- Human Trafficking Awareness and Prevention Month
- Hunger Action Month
- Impact Week
- Leon County Volunteer Firefighters Day
- Multiple Sclerosis Awareness Month
- National Certified Registered Nurse Anesthetist Week
- National Friends of the Library Week
- National Public Works Week
- National Suicide Prevention Month
- Reunification Month
- SIDS, Pregnancy, and Infant Loss Awareness Month
- Women's History Month
- Woodville Founder's Day