

TO: ALL COUNTY PERSONNEL

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

PREPARED BY: PUBLIC AFFAIRS DEPARTMENT

SUBJECT: PROCLAMATIONS AND CERTIFICATES OF APPRECIATION

PPM#: CW-O-046

ISSUE DATE
August 18, 2015

EFFECTIVE DATE
August 18, 2015

PURPOSE:

To provide county commissioners with proclamations or certificates to present to organizations, residents, or employees for recognizing noteworthy events or outstanding service to the Palm Beach County community.

AUTHORITY:

Board of County Commissioners (BCC) Rules of Procedure, Section III, item F

UPDATES:

Future updates to this PPM are the responsibility of the director of Public Affairs.

POLICY:

The Public Affairs Department prepares proclamations and certificates of appreciation, commendation or congratulations for commissioners to present to residents, organizations or employees. Proclamations are used to recognize noteworthy events that occur on specific dates, weeks or months. Certificates are used to recognize individuals or organizations for outstanding service or achievements in the community.

PROCEDURE:

1. All proclamations or certificates containing all commissioners' signatures require BCC approval before presentation, whether presented on site at a meeting or off site, and must be placed on an agenda under special presentations. On-site proclamations/certificates will be presented only at the first BCC meeting of the month. Each commissioner may

present a total of no more than two (2) proclamations and/or certificates per meeting.

2. In order to place a special presentation on a BCC meeting agenda and to prepare and deliver a proclamation or certificate to the sponsoring commissioner, Public Affairs Department staff and the agenda coordinator require a minimum of seven (7) working days prior to the BCC meeting. A minimum of ten (10) working days is required for a request of ten (10) or more certificates.
3. The request must be submitted by completing an online form via the Public Affairs intranet website at <http://pbcportal.pbcgov.org/publicaffairs/default.aspx>. Required information includes the motion and title for the agenda, meeting date for BCC approval, presentation date, commission district number, exact wording for the proclamation or certificate, and whether it is being presented at the commission meeting or off site.
4. All certificates, whether presented on site or off site, are requested through the online form. Certificates containing only one commissioner's signature do not require BCC approval, and do not need to be on an agenda. Only certificates containing all the commissioners' signatures are presented at BCC meetings.
5. The process of preparing a proclamation includes obtaining the clerk's signature, ribbon and seal, and inserting all the commissioners' digital signatures. (Certificates do not require the clerk's signature, ribbon and seal.) A Public Affairs staff member requests permission to use the digital signatures for each document, and it is the responsibility of each district office to approve the usage.
6. For a special presentation at a BCC meeting, Public Affairs staff is responsible for providing the agenda coordinator with the motion and title. The agenda coordinator must also be informed of all off-site presentations of proclamations and certificates containing all commissioners' signatures, as these documents require BCC approval before presentation and appear on an agenda under Commissioner Comments.
7. Commission staff must provide names/titles of those receiving proclamations or certificates at BCC meetings only.
8. District offices will be provided with one frame per proclamation or certificate request. Additional frames must be obtained by district staff.
9. A department director who wishes to prepare a proclamation or certificate containing all the commissioners' signatures for presentation at a BCC meeting or off site, must have a commissioner or the mayor serve as sponsor. The sponsoring commission office will then request Public Affairs to prepare the document.



ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:

PPM# CW-O-046, issued 4/12/13

PPM# CW-O-046, issued 10/1/92

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