



# MONTEREY COUNTY BOARD OF SUPERVISORS

## Ceremonial Document Request GUIDELINES

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Ceremonial documents are official announcements and/or public declarations issued by the Supervisors, individually or as a Board. They are generally issued to individuals/organizations residing in or doing business within Monterey County.

The primary reasons for issuance include:

- Recognition of action/service above and beyond the call of duty
- Recognition of extraordinary achievement
- Supporting actions that improve the quality of life of the Monterey County community
- Raising public awareness on issues that directly affect the Monterey County community

To request a ceremonial document you must:

- 1) Read this document: **“Ceremonial Document Request GUIDELINES”**
- 2) Complete and submit the **“Ceremonial Document Request FORM”**

### **TYPES OF CEREMONIAL DOCUMENTS**

#### Full Board Resolution

Resolutions are the highest form of commendation by the Monterey County Board of Supervisors. Resolutions appear on the Board of Supervisors Agenda, are adopted by the full Board, and signed by all five (5) Board Members. Full Board Resolutions are utilized to honor and commend individuals and/or organizations for unique lifetime achievements, or 20+ years of County or community service, or staff of an elected official departing in good standing.

#### Chair’s Resolution

Chair’s Resolutions are one of the highest forms of commendation by the Monterey County Board of Supervisors. Chair’s Resolutions appear on the Board of Supervisors Agenda, are adopted by the full Board, and signed the Chair of the Monterey County Board of Supervisors. Chair’s Resolutions are utilized to commend individuals and/or organizations for: significant achievements; annual/recurring awards/events; 10-19 years of County or community service; and to make official public announcements (example: National Nurse’s Week).

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### Proclamation

Proclamations are issued and signed by individual Board Members through their District Offices. Proclamations are commendations or official public announcements by an individual member of the Monterey County Board of Supervisors. Proclamations do not appear on the Board of Supervisors Agenda, and are not adopted by the full Board. Proclamations are signed only by a single Supervisor, and are utilized to commend individuals and/or organizations for: significant achievements; annual/recurring awards/events.

### Certificates of Merit

Certificates of Merit are issued and signed by individual Board Members through their District Offices. Typically Certificates of Merit are issued to individuals and/or organizations to honor or commemorate achievements, recognize annual/recurring awards/events, acknowledge 1-9 years of County or community service, or for other purposes at the discretion of each individual Board Member.

### **HOW TO REQUEST A CEREMONIAL DOCUMENT**

1. All requests must be submitted to the District Office of the Supervisor where the residence, business, or organization address of the honoree is located. (*see chart on page 4*) If the individual/organization is not represented by a single Supervisor, then the request should be submitted to the Chair of the Board.
2. Complete the **“Ceremonial Document Request Form”** and submit it to the appropriate District Office. Be sure to include a copy of your desired Resolution.
3. Requests must be typed or neatly printed.
4. **Deadline for consideration of Resolutions is at least three (3) weeks prior to the date the item will be appear on the Board agenda. Deadline for consideration of Proclamations or Certificates is at least three (3) weeks prior to the date needed.** Individuals/Organizations are encouraged to file their request as early as possible. Applications received after the deadline will be prepared based upon staff availability. Requestors will be advised when issuance cannot occur by the requested date.
5. Email submission is preferred, with a copy of the ceremonial document in digital editable format, such as a Word Document.
6. Please call to confirm receipt of your request.
7. All requests go through an internal review and approval process. Each Supervisor reserves the right to determine the type of document to be issued based upon the information provided by the requesting individual and/or organization.

Contact information for each Supervisor, along with their district boundaries can be found online at <http://www.co.monterey.ca.us/cob/supervisor.htm> or in the chart on page 4.

## **Ceremonial Document Request GUIDELINES (pg 3)**

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### **FORMAT AND CONTENT OF THE CEREMONIAL DOCUMENT**

1. Must fit on one 8 ½ x 11 page using 12 point Times New Roman font.
2. The Resolution should read as one long sentence with four to six “Whereas” clauses. The only period should be after the final “Whereas” clause.
3. The recipient name should be in bold within every ‘Whereas’ clause.
4. The “Whereas” clauses should highlight relevant information about the recipient and the reason for recognition.
5. All numbers should be spelled out. (ex. 45 should be written as forty-five.)
6. The Resolution should end with a “Now Therefore Be It Resolved” clause that proclaims the reason for the Resolution.
7. Sample ceremonial documents can be emailed directly to you, by request, or found in previous Board agenda’s online at <http://publicagendas.co.monterey.ca.us>.

### **RECIPIENT OF FINAL DOCUMENT**

Individuals/Organizations have several options for receiving the finalized resolution.

1. The document may be presented to the recipient at an event sponsored by the requesting individual/organization, subject to availability of a County representative.
2. The document may be presented to the recipient at a regularly scheduled Board of Supervisors Meeting.
3. The document may be picked up at the Clerk of the Board’s Office.
4. The document may be picked up from the individual/organization’s District office.
5. The document may be mailed to the applicant.

### **LIMITATIONS**

- Individuals/Organizations are limited to receiving one resolution per calendar year.
- Each renewal request will be reviewed on a case-by-case basis.
- Types of recognition (i.e. resolution, proclamation, and certificate) will be determined by the Supervisor.
- Submission of request does not guarantee issuance. Due to the volume of submissions received, we cannot grant every request. However, we want to recognize and honor your organization’s outstanding contributions, commitment, and excellence to our community. Requests are reviewed on a case-by-case basis. The Board of Supervisors reserves the right to decline any request as well as the right to make exceptions to the Ceremonial Document Request Guidelines.

## Ceremonial Document Request GUIDELINES (pg 4)

### Monterey County Board of Supervisors - Districts

**MAP OF DISTRICTS:**

[http://www.in.co.monterey.ca.us/cob/sup\\_maps/supervisorial-districts-2010.pdf](http://www.in.co.monterey.ca.us/cob/sup_maps/supervisorial-districts-2010.pdf)

**District 1 – Supervisor Luis A. Alejo**

168 W. Alisal, 2<sup>nd</sup> Floor, Salinas, CA 93901

(831) 755-5011 phone / (831) 755-5876 fax / [district1@co.monterey.ca.us](mailto:district1@co.monterey.ca.us)

*(District includes: most of Salinas)*

**District 2 – Supervisor John M. Phillips**

11140 Speegle Street, Castroville, CA 95012 / P.O. Box 787, Castroville, CA 95012

(831) 755-5022 phone / (831) 633-0201 fax / [district2@co.monterey.ca.us](mailto:district2@co.monterey.ca.us)

*(District includes: Aromas, Boronda, Castroville, Las Lomas, Moss Landing, Pajaro, Prunedale, Royal Oaks and portions of North Salinas)*

**District 3 – Supervisor Chris Lopez**

168 W. Alisal, 3<sup>rd</sup> Floor, Salinas, CA 93901

(831) 755-5033 phone / (831) 796-3022 fax / [district3@co.monterey.ca.us](mailto:district3@co.monterey.ca.us)

*(District includes: Bryson-Hesperia, Chualar, Ft. Hunter Liggett, Greenfield, Gonzales, King City, Lake San Antonio, Lockwood, Parkfield, East Salinas, Soledad, Spreckels)*

**District 4 – Supervisor Jane Parker**

2616 First Ave., Marina, CA 93933

(831) 883-7570 phone / (831) 384-1839 fax / [district4@co.monterey.ca.us](mailto:district4@co.monterey.ca.us)

*(District includes: Del Rey Oaks, Marina, Sand City, Seaside, Southwest Salinas)*

**District 5 – Supervisor Mary Adams**

1200 Aguajito Rd., Suite 1, Monterey, CA 93940

(831) 755-5055 phone / (831) 647-7695 fax / [district5@co.monterey.ca.us](mailto:district5@co.monterey.ca.us)

*(District includes: Big Sur, Carmel, Carmel Valley, Highway 68, Las Palmas, Monterey, Pacific Grove, Pebble Beach)*

**Clerk of the Board**

168 W. Alisal, 1<sup>st</sup> Floor, Salinas, CA 93901

(831) 755-5066 phone / [cob@co.monterey.ca.us](mailto:cob@co.monterey.ca.us)



# MONTEREY COUNTY BOARD OF SUPERVISORS

## Ceremonial Document Request FORM

**Deadline: At least three (3) weeks prior to the date the item will be appear on the Board agenda, or, for Proclamations and Certificates, three (3) weeks prior to date needed by requesting party.**

### CONTACT INFORMATION

ORGANIZATION NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE OF CEREMONIAL DOCUMENT: \_\_\_\_\_

**Please attach a draft of your desired Resolution, following the formatting guidelines.**

What date would you like this document to be placed on the Board Agenda? (at least three weeks after submission of request) Is there an event date when this ceremonial document will be presented?

What is the Supervisorial District that the recipient resides in?

District 1     District 2     District 3     District 4     District 5     Other

Type of document requested:

- Certificate of Merit: from which Supervisor: \_\_\_\_\_
- Proclamation: from which Supervisor: \_\_\_\_\_
- Chair's Resolution
- Full Board Resolution

How would you like to receive this ceremonial document?

- Formal Presentation at an Event: When & Where \_\_\_\_\_
- Formal Presentation at a Board of Supervisors Meeting
- I will pickup from Clerk of Board (First Floor, 168 W. Alisal, Salinas)
- I will pickup from the District Office
- Please mail the document to: \_\_\_\_\_

Presentation of Ceremonial Document:

Documents are presented in either a paper folder with the Monterey County seal emblazoned on the cover or in a frame for a very special occasion; at the discretion of the Board of Supervisors.

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**If applicable, attach a brochure about your organization along with other official literature describing your organization and its primary focus.**