

PROCLAMATION POLICY

Proclamations are ceremonial documents issued by the Polk County Commission to honor and celebrate events, or increase public awareness of noteworthy causes. Presentations are near the beginning of regular Board of County Commissioner meetings and are limited to three per meeting on a first come - first served basis.

Criteria - Proclamations recognize a specific day, week, or month that holds local, statewide or national significance or serves an educational purpose for a significant number of Polk County residents. Personal proclamations for individuals or businesses are not accepted. Requests must be submitted by a Polk County resident or group. An organization does not have exclusive rights to the day, week or month for their proclamation. Proclamations are not automatically renewed – requests must be made on an annual basis. Multiple requests by an organization in the same calendar year or requests that are similar to already issued proclamations may not be honored. Failure to show up for a previous proclamation may be grounds for denial of a subsequent request.

How to Submit a Request - Requests must be made in writing to the Polk County Communications Director – by email, mail, fax or hand-delivery. If you are requesting a proclamation at a specific Commission meeting, you may check the County Calendar and request a date; your request will try to be accommodated. Requests should be made at least thirty (30) business days in advance (no more than six (6) months) to allow for review and production. Requests must include: 1. your contact information and a list of those who will accept the proclamation; 2. background info on the event or organization; 3. draft text (to include three “whereas” clauses); and 4. day, week, or month to be proclaimed. Proclamations will not be placed on the Board’s agenda if no requestors are planning on attending.

Review and Approval - Staff will review and may edit or rewrite the text provided. Staff will contact you to confirm receipt, schedule the meeting and (time permitting) provide opportunity to review the final draft. Polk County reserves the right to deny any request with or without cause and to make exceptions to these guidelines; if your request is denied, a written explanation will be provided. Proclamations will not be issued for: 1. matters of political or social controversy, ideological or religious beliefs, or individual convictions; 2. anything that may suggest an official county position on a matter under consideration, or a political, religious, or social issue; 3. events or organizations with no direct relationship to Polk County or its residents; and 4. campaigns or events contrary to Polk County policy or to the wellbeing of its residents.

Procedure – Proclamations meeting the requirements of this policy will be listed under the Ceremonial Proclamations section of the Board of County Commissioners Regular Agenda. The Chairman will recognize the County Attorney at the beginning of this section of the agenda. For each proclamation, the County Attorney will ask for the requestor(s) related to a proclamation to come forward and the County Attorney will then read the agenda title which briefly describes the nature of the proclamation. The county’s communication’s employee located adjacent to the podium will provide the proclamation to the requestor(s). The chairman will then recognize the requestor(s) who will then be given the opportunity to speak for three (3) minutes regarding the proclamation.

Submit Request to:

Mianne Nelson,
Polk County Communications Director
330 W. Church Street
Interoffice Drawer CA 04
Bartow, FL 33830
Phone: 863-534-6083 / Fax: 863-534-6011
Email: miannenelson@polk-county.net