

RESOLUTION 2011-53

GUIDELINES FOR REQUESTING RESOLUTIONS or PROCLAMATIONS

WHEREAS, there are many worthwhile community-oriented organizations, various governmental bodies and other entities that from time to time request the Board of County Commissioners of Ottawa County (hereinafter called "Board") to endorse, publicize and otherwise bring public attention and awareness to various valuable causes by way of Proclamations and Resolutions, and

WHEREAS, the Board, in a spirit of community-mindedness, would like to accommodate all such reasonable requests, and

WHEREAS, many such requests have no direct relation to the governmental functions of the County, and

WHEREAS, the Board must be mindful of County officers' and employees' time and resources expended in the furtherance of such requests, particularly with regard to the County Clerk's Office (hereinafter called "Clerk").

NOW THEREFORE, the Board does hereby adopt the following guidelines to be utilized by all such organizations for their requests to be considered by the Board:

1. Authorization to place request on a Board Agenda:
 - a. Requests from any County governmental office or an entity working directly for a County governmental office or any other governmental entity, any of which requires the Proclamation or Resolution for the furtherance of their governmental function should submit the request directly to the Clerk's Office and it will be placed on the Board's agenda without further need for authorization.
 - b. Any other entity requesting a Resolution or Proclamation must submit their request to one or more of the County Commissioners, at least one of which must endorse the request for it to be placed on the Board's agenda for consideration.

2. Time and manner of request:
 - a. Any request must be received in the Clerk's Office no later than noon on the Wednesday before the Commissioners' meeting at which it is desired for the Resolution or Proclamation to be considered.
 - b. The request must include the exact wording that is desired to go in the Resolution or Proclamation and must be in a commonly used electronic format such as Microsoft Word®, so that necessary changes may be simply made by the Clerk's personnel. Documents in Adobe (.pdf) or WordPerfect® formats are discouraged as they are not easily reformatted into a usable document.

- c. The requesting entity or individual must include a contact person's name, address and phone number with the request. If the requestor desires to have signed and/or file-stamped copies or originals of the approved Resolution or Proclamation returned to them, the request must include detailed information as to the number of copies or originals requested and a self-addressed stamped envelope (or include information as to when and how the documents will be picked up).

3. Content:

- a. The Board wants to utilize its ability to make Resolutions and Proclamations for the benefit of all citizens of Ottawa County. While the Board has no interest in serving in the capacity of sensors, they will not consider Resolutions or Proclamations that endorse illegal or immoral purposes nor that promote any political platforms, or religious or commercial enterprise agendas.

Approved in Regular Session this 28th day of November, 2011.

**BOARD OF COMMISSIONERS
OTTAWA COUNTY, OKLAHOMA**

Chairman

Member

ATTEST:

Ottawa County Clerk

Member