

REQUESTING PROCLAMATIONS

I. GENERAL INFORMATION:

1. Proclamations are ceremonial in nature and do not require Board action.
2. Proclamations are approved by the Chairman of the Board of Supervisors, although they may be presented during a Board meeting at the requester's option. *(An Agenda Item Review Form [AIR-F] is not required.)*
3. At the requester's option, proclamations may be presented:
 - a. During a Board meeting as a no-action item under "Presentations".
(An AIR-Form is not required. However, requests for proclamations must be received by "Agenda Central" in compliance with the normal deadline schedule for submitting agenda items.)
 - b. At a local function related to the proclamation*. *May be presented by a Board member upon request by agency, or by designee of agency. ***Submit at least 10 business days before the date of event.***
4. The BOS-Office staff converts the proposed proclamation wording into the proper form. *(Proposed wording provided by requester.)*
5. The *Request for Proclamations Form* is available from the Clerk of Board, or customers may be directed to the Yuma County website at:
<http://www.yumacountyaz.gov/departments-and-services/county-administrator/reports-permits-and-forms>

II. INSTRUCTIONS -- REQUESTING a PROCLAMATION:

1. Fill out a "Request for Proclamation Form" (RFPF) and submit it to Clerk of Board by attaching the completed RFPF to an email message addressed to Agenda.Central@yumacountyaz.gov, *(The form is attached herein as Page 2.)*

The RFPF may also be:

- Mailed to: Clerk of the Board; 198 S. Main Street; Yuma AZ 85364;
- FAXed to: The Clerk at 928-373-1120.

2. Clerk of Board submits RFPF to County Administrator/Clerk of the Board for approval and will arrange for presentation per the requests noted on the RFPF.

3. Electronic forms: To put an "X" in the check-boxes: **Tab** to the check-box **hit space bar**. ("X" is automatically inserted into check-box.)