

Number: **BP 050**

Related Admin. Procedure: N/A

Authority: Board of Directors

Adopted: January 19, 2023

Revised: January 19, 2023

Reviewed: March 4, 2025

Initiating Dept./Div.: Communications/Secretary of the District



BOARD POLICY

CENTRAL SAN PROCLAMATIONS AND RESOLUTIONS

PURPOSE

The purpose of the Policy is to clarify the District's process for issuing District proclamations and resolutions.

POLICY

This policy statement for District proclamations and resolutions establishes the criteria for when to provide these acknowledgments to deserving individuals or groups.

The process to meet this policy is outlined below.

Resolutions:

During a Board Meeting, Board Members may request a resolution for deserving external individuals or groups on behalf of the District. With the consensus of the Board, staff shall prepare the resolution for a future Board Meeting and vote of the Board of Directors. Staff may also request resolutions, and the General Manager will determine whether the potential resolution should be placed on a Board agenda.

Proclamations:

Board Members may request proclamations (Certificates of Recognition/Appreciation) at a Board Meeting or by Board Members to the General Manager. The General Manager will direct staff to issue the proclamation and will include the proclamation information at a future Board Meeting under General Manager announcements. Staff may also request proclamations and, at the discretion of the General Manager, be approved. The information will be provided to the Board at a future Board Meeting under General Manager announcements.

[Original retained by the Secretary of the District]