

**qathet REGIONAL DISTRICT**

**SECTION 1            CORPORATE POLICIES**  
**POLICY                1.3**  
**SUBJECT              REQUESTS FOR PROCLAMATIONS**  
**ADOPTED              FEBRUARY 4, 2000**

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The Regional Board shall handle requests for proclamations in accordance with the following procedure:

1. Requests for proclamations that are received from local charitable, volunteer organizations and are supported by a local awareness program or fundraising event will be included as “New Business” on the regular Regional Board meeting agenda. If the Board (by consensus) endorses the request, the Chair will make the proclamation.
2. Requests for proclamations that are received from an organization outside the Region will be included in the “For Your Information” section of the Board agenda package. Any Director may bring the item forward under “New Business” at the Board meeting and request that the proclamation be made. If the Board (by consensus) agrees, the Chair will make the proclamation. These requests will not be placed on the agenda as standard procedure.