

## **GENERAL PROCLAMATION POLICY: SEDGWICK COUNTY, KANSAS**

The Board of Sedgwick County Commissioners frequently receives requests for proclamations to commemorate special events or causes. These requests will be considered when such requests are made by individuals or organizations in the community and pertain to a Sedgwick County event, person, organization, or cause with local implications.

- The Commission will consider requests that are timely, have potential relevance to a majority of the County's population, and either forward positive messages or call upon the support of the community.
- Proclamations are provided by the Board of County Commissioners as a courtesy to citizens of Sedgwick County.
- These public service documents are strictly honorary and are not legally binding.
- All proclamations will be reviewed on a case-by-case basis.
- Proclamations are issued for organizations with countywide, regional or statewide interest.
- Proclamations will not be issued to endorse or promote a private, for-profit business that competes with similar for-profit businesses, or to endorse or promote a partisan political position or candidate.

Proclamation requests will be handled in a manner consistent with and in conformance with the Sedgwick County agenda policy, and the requirements of the Kansas Open Meetings Act, K.S.A. 75-4317, et seq.

### **Steps for getting a proclamation on an agenda:**

1. Unless otherwise approved by the Board of County Commissioners, the requestor must be a person(s) or organization outside the Sedgwick County organization. They must submit a narrative that includes the following items:

- Brief description of the event or cause to be recognized.
- Three to five reasons the event or cause deserves attention; and
- A call to action, explaining how Sedgwick County citizens can support event or cause.

2. The request should be made at least three weeks in advance of the requested commission meeting date to the County Manager's Office.

3. Once the request is received, you will be informed by County staff whether or not your request will be granted.

4. At the requested Board of County Commissioners meeting, the Chairman, the sponsoring Commissioner, or Manager's Office staff will read the proclamation into the record. The requestor or representative of the requesting organization may be in attendance to receive the proclamation or may

make arrangements to pick up or have the proclamation delivered after action by the Board in open meeting.

5. The Board of County Commissioners reserves the right to decline any request for a proclamation or to make exception to the guidelines. The Board retains the right to limit the number of proclamations at a Commission Meeting.

Requestors may contact the County Manager's Office at:

Sedgwick County Manager's Office, 525 N. Main, Ste. 343, Wichita, KS 67203  
(316) 660-9393

Please include all contact information, including a mailing address and telephone number.