

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Vice Chair Robert Buster  
Chairman Marion Ashley

**SUBMITTAL DATE:** March 31, 2010

**SUBJECT:** Board Policy A-34

**RECOMMENDED MOTION:** That the Board of Supervisors approve the changes to Policy A-34, Recognition of Service Awards and Presentation of Awards.

**BACKGROUND:**

Due to the large number of proclamations, certificates and other forms of recognition being brought before the Board of Supervisors during Board of Supervisor meetings, special presentations and recognitions are extending beyond the 9:30 a.m. publicly noticed and advertised Public Hearings. This delay has caused staff to remain in the Board room for over an hour awaiting approval of the Consent Calendar and Policy Calendar before they may reasonably return to work. The delay then impacts the afternoon session and publicly-noticed Public Hearings scheduled for 1:30 p.m.

In order to insure that recognitions continue without disrupting the Board of Supervisors business meeting, it is recommended that only Employee Service Awards continue to be presented at Board meetings with all other presentations scheduled at 8:30 a.m. prior to the start of the regularly scheduled Board meeting. The Chairman would be required to attend the Special Presentations with other Board Members and staff attending as scheduling permits. It is also recommended that to insure the presentations do not go beyond the 30-minute timeframe allotted, that all presentations be scheduled 30 days in advance with any exceptions requiring written approval from the Board Chairman.

Robert Buster, Vice Chairman

Marion Ashley, Chairman

COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
RECOGNITION OF SERVICE TO THE COUNTY PRESENTATION OF AWARDS	A-34	1 of 3

PURPOSE

To provide guidelines for special presentations and recognition of Service to the County from the Board of Supervisors and; the expenditure of funds to honor employees or members of the public who have demonstrated exemplary service on behalf of the County of Riverside.

POLICY

1. All proclamations, plaques, mementos or any other presentation signed or made in the name of the Board of Supervisors shall first be authorized by the Chairman of the Board of Supervisors. In the absence of the Chairman, such approval may be made by the Vice-Chairman of the Board. Requests to agendize approved presentations shall be coordinated with the Clerk of the Board 30 days in advance of the event/individual being recognized.
2. It shall be the responsibility of the Chairman, assisted by members of the Board, prior to such authorization to determine that there is general agreement regarding the presentation.
3. Whenever possible, presentations shall be made at public events. When a special presentation is ~~scheduled, for a Board meeting~~ agendized, it shall be placed on the Special Presentation Agenda to be convened at 8:30 a.m. immediately preceding the regularly scheduled Board meeting. It shall comply with the applicable provisions of Board Policy A-5 relating to agenda procedures. It shall be the responsibility of the requesting department/agency to provide a draft proclamation as part of the agenda submittal. It shall include the estimated length of the presentation, not to exceed 10 minutes, and the name of the accepting individual/organization.
4. When a presentation is to be made ~~publicly~~ at an event, it shall be the responsibility of the requesting department/agency to provide the Chairman of the Board with a brief narrative (biography/accomplishments) about the individual(s) and/or organization(s) to be recognized.
5. Recognition of Service to the County ~~Multiple service presentations~~ shall be coordinated with the Clerk of the Board a minimum of 24 hours prior to preparation of the weekly agenda ~~(not later than Noon on Wednesday)~~. Such recognitions shall be placed on the regularly scheduled Board meeting and, when possible, ~~such multiple recognition of individuals~~ shall be divided equally among Board Members, recognizing supervisorial district boundaries.