



ADMINISTRATIVE PROCEDURE

PROCLAMATIONS ISSUED BY THE BOARD OF EDUCATION

8351

Procedure No.

November 6, 2003

Date

- I. **PURPOSE:** To provide procedures related to proclamations issued by the Board of Education.
- II. **POLICY:** It is the desire and practice of the Board of Education of Prince George's County to recognize, honor, commemorate or endorse individuals, groups, institutions, movements, and anniversaries. In adopting Board Bylaw No. 9305, the Board of Education has established the requirement that all proclamations be formally acted on by the Board when introduced as a First Reader and that proclamations be submitted to the Board for its action no later than two weeks prior to the event or in the case of a commemorative week or month, not later than two weeks prior to the beginning of the period being recognized.
- III. **BACKGROUND:** Proclamations issued by the Board of Education are either proposed by individual members of the Board or by the Chief Executive Officer, on behalf of the school system administration. The following procedures have been developed to ensure an orderly process of developing and reviewing proposed proclamations and ensuring that proclamations proposed by the CEO are submitted for Board action in a timely manner, consistent with Board Policy. This ensures that school system personnel have sufficient time to promulgate the proclamation and to organize such activities necessary to support the Board's intention in issuing the proclamation.
- IV. **PROCEDURES:**
 - A. All proclamations offered by Divisions and Offices should be submitted to the CEO by the appropriate Divisional Chief Administrator, one month prior to the requested date of Board action.
 - B. School system offices or personnel wishing to obtain a proclamation must submit the proposed proclamation to their respective Chief Administrator.
 - C. Proposed proclamations should be written in standard proclamation format (see attachment) and should identify in the title the individual, group, institution, movements, anniversary, or event recognized by the proclamation.
 - D. Proposed proclamations will be placed on the agenda of the Executive Council and reviewed prior to their submission to the Board Office.
- V. **RELATED PROCEDURES:** None.



ADMINISTRATIVE PROCEDURE

PROCLAMATIONS ISSUED BY THE
BOARD OF EDUCATION

8351

Procedure No.

November 6, 2003

Date

-
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Chief Executive Officer and will be updated as appropriate.
- VII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- VIII. **EFFECTIVE DATE:** November 6, 2003.

APPROVED BY:

André J. Hornsby
Chief Executive Officer

Attachment: Sample of a Proclamation

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11