

PROPOSED

RESOLUTION NO.

1 A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD
2 COUNTY, FLORIDA, PERTAINING TO POLICIES RELATING TO PROCLAMATIONS;
3 REPEALING AND REPLACING SECTION 18.47 OF THE BROWARD COUNTY
4 ADMINISTRATIVE CODE ("ADMINISTRATIVE CODE"); AND PROVIDING FOR
5 SEVERABILITY, INCLUSION IN THE ADMINISTRATIVE CODE, AND AN EFFECTIVE
6 DATE.

7
8 WHEREAS, Chapter 18 of the Broward County Administrative Code
9 ("Administrative Code") sets forth the procedural rules and other policies of the Broward
10 County Board of County Commissioners ("Commission"); and

11 WHEREAS, the Commission finds it appropriate to update the rules and policies
12 related to proclamations and other ceremonial honors; NOW, THEREFORE,

13 BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF
14 BROWARD COUNTY, FLORIDA:

15 Section 1. Section 18.47 Broward County Administrative Code is hereby
16 repealed in its entirety, and a new Section 18.47 is hereby created to read as follows:

17 [Underlining omitted]

18 **18.47. Proclamations; Other Ceremonial Honors.**

19 a. Proclamations are ceremonial actions of the Commission and may be
20 issued only on behalf of Broward County and only in accordance with the provisions of
21 this section. Absent exigent circumstances, no more than three (3) proclamations may be

presented at any Commission meeting, with recipient comments limited to two (2) speakers of no more than three (3) minutes each. In the event of an unforeseen or exigent circumstance that warrants prompt recognition (e.g., a natural disaster or emergency), the Mayor may authorize the presentation of one (1) additional proclamation at any Commission meeting. No Commissioner may sponsor more than one (1) proclamation for presentation at any Commission meeting or more than six (6) proclamations for presentation at Commission meetings during any calendar year. These limitations on the number of proclamations and speakers do not apply to proclamations presented outside of Commission meetings.

b. Prior to presentation, proposed proclamations must be approved as to timing, subject matter, and legal sufficiency as further described in this section. The proclamation's proposed subject matter and requested date of presentment must be submitted to the Mayor's office for approval at least ten (10) business days in advance of the date of presentment; the Mayor may delegate approval authority to the Vice-Mayor when the Mayor will be unavailable for consecutive business days during this time frame. Draft proclamations must be submitted to the County Attorney's Office for legal review at least five (5) business days in advance of the scheduled date of presentment. No proclamation shall be issued or presented without subject matter and timing approval by the Mayor (or the Vice-Mayor, if delegated by the Mayor) and review and approval as to legal sufficiency by the County Attorney's Office.

c. Only the Mayor may sign a proclamation, except as follows:

1. The Vice-Mayor may sign a proclamation timely submitted to and approved by the Mayor if the Mayor's unavailability would prevent the proclamation

from being presented at the Commission meeting or other event or venue at which it is scheduled to be presented.

2. If the Mayor or Vice-Mayor, as applicable, is unavailable or otherwise unwilling to sign a proclamation submitted in accordance with this section, then such proclamation may be issued under the signature of its sponsor(s) if issuance of the proclamation is approved by a majority of the Commission.

Any individual permitted to sign a proclamation pursuant to this section may either stamp or physically sign the proclamation. If signed by stamping, the signing official or a staff member directly assigned to the signing official may affix the stamp to the proclamation.

d. Copies of all proclamations shall be maintained by the Public Information Manager for the Commission.

e. A Commissioner may, in their individual elected capacity, issue ceremonial honors other than proclamations, such as certificates of appreciation, expressions of sympathy, or similar honors for individuals or entities, regardless of whether the recipients are within the Commissioner's district, so long as the applicable honor (i) expressly indicates it is issued in the Commissioner's individual elected capacity and does not indicate or imply it is issued on behalf of Broward County or the Commission, (ii) complies with the restrictions stated immediately below, and (iii) is reviewed and approved for legal sufficiency by the County Attorney's Office prior to issuance. Ceremonial honors may not include "naming a day" in appreciation of any person or entity. Ceremonial honors, which

are issued by individual Commissioners, shall not constitute official action by the Commission.

Section 2. Severability.

If any portion of this Administrative Code Resolution is determined by any court to be invalid, the invalid portion will be stricken, and such striking will not affect the validity of the remainder of this Administrative Code Resolution. If any court determines that this Administrative Code Resolution, in whole or in part, cannot be legally applied to any individual, group, entity, property, or circumstance, such determination will not affect the applicability of this Administrative Code Resolution to any other individual, group, entity, property, or circumstance.

Section 3. Inclusion in the Broward County Administrative Code.

It is the intention of the Board of County Commissioners that the provisions of this Administrative Code Resolution become part of the Broward County Administrative Code as of the effective date. The sections of this Administrative Code Resolution may be renumbered or relettered and the word "resolution" may be changed to "section," "article," or such other appropriate word or phrase to the extent necessary to accomplish such intention.

84 Section 4. Effective Date.

85 This Administrative Code Resolution is effective upon adoption.

ADOPTED this day of , 2026. **PROPOSED**

Approved as to form and legal sufficiency:
Andrew J. Meyers, County Attorney

By: /s/ De'Anne A. Jackson 08/05/2026
De'Anne A. Jackson (date)
Senior Assistant County Attorney

By: /s/ René D. Harrod 08/05/2026
René D. Harrod (date)
Chief Deputy County Attorney

DAJ/cv
Original Resolution - Proclamations Resolution
08/05/2026
#1233485.11

Coding: Words ~~stricken~~ are deletions from existing text. Words underlined are additions to existing text.