



COUNTY OF INYO

RECOGNITION POLICY FOR THOSE SERVING ON BOARDS, COMMITTEES AND COMMISSIONS

PURPOSE:

The purpose of this policy is establish the process whereby those who serve on Inyo County's Boards', Committees and Commissions are recognized by the Board of Supervisors. The Board wishes to honor those members who are either leaving office or have served continuously for more than three terms.

RESPONSIBILITIES:

- A. It is the responsibility of the coordinating department for the Board, Committee or Commission to request, in writing a letter of recognition and a certificate of appreciation, from the Clerk of the Board or his/her designee and to ensure the letter and certificate are given to the member, once it is received.
- B. It is the responsibility of the Clerk of the Board or his/her designee to prepare the appropriate recognition documents and return them to the coordinating department.

PROCEDURE:

- A. The coordinating department shall send a memo to the Clerk of the Board or his/her designee, identifying those Board(s), Committee(s) and Commission(s) member(s) who are to be honored because they are leaving office. The Department shall furnish the name and address of the person or persons to be honored, the Board(s), Committee(s) or Commission(s) on which the individual(s) is/are serving, and the length of service for the individual(s).
- B. The Clerk of the Board or his/her designee will prepare as soon as the schedule permits:
 - a. A Letter of Recognition (see Exhibit A); and
 - b. A Certificate of Appreciation (see Exhibit B)



- C. Once the documentation is prepared the Clerk of the Board or his/her designee will return the documents to the coordinating department.
- D. The coordinating department shall either send, deliver or present the Letter and Certificate to the departing Board(s), Committee(s) or Commission(s) member(s).