

PROCLAMATION/SIGNATURE FORMAT 1 – TEMPLATE ATTACHED

Before you submit, check your numbering, spelling and format. Submit to Board Clerk along w/signature of your Director, approval from Legal, and copy the Chief of Staff.

Format: Recommend Arial-12 or Tahoma-12, no smaller than this size: 11 pt.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**

PROCLAMATION NO. _____

TITLE: Dignity and Respect = Inclusion Pledge Campaign Proclamation

Proclaiming December 2011 as Dignity and Respect Month in Multnomah County in recognition of the beginning of our Dignity & Respect = Inclusion Pledge Campaign. We invite all Multnomah County Employees to e-sign our Dignity and Respect Pledge.

The campaign reminds us that inclusion begins with the core belief that everyone deserves dignity and respect.

Dignity and Respect are critical behaviors in supporting an inclusive workplace and community not only for employees, but for our colleagues, customers, business partners, and community members.

The pledge reads, "I will support inclusion by treating my colleagues, our customers, our business partners, and the members of my community with dignity and respect. I will do my part to ensure that inclusion is at the core of what I do every day."

Employees signing this pledge supports current Multnomah County policies, practices and procedures and reminds us that Dignity and Respect is an action that has to occur at home, and work, and everywhere in between.

The Multnomah County Board of Commissioners Finds:

- a. *Use regular sentences (single-spaced) – no whereas clauses.*
- b. *If only one finding, no paragraph letter is needed.*

The Multnomah County Board of Commissioners Proclaims:

1. *Use regular sentences – No whereas or therefore clauses.*
2. *If proclamation is more than one page, make sure to keep at least three lines of text on the page with signature lines.*
3. *Insert week or day and year is proclaimed to be _____ event/Day, etc. in Multnomah County, Oregon.*

ADOPTED this ___ day of _____, 20__. (insert Board meeting date)

**BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**

Jeff Cogen, County Chair

**Deborah Kafoury
Commissioner District 1**

**LEAVE CENTER
BLANK FOR THE
10 LINES WE NEED
TO AFFIX THE
COUNTY SEAL**

**Loretta Smith
Commissioner District 2**

**Judy Shiprack
Commissioner District 3**

**Diane McKeel
Commissioner District 4**

**REVIEWED:
HENRY H. LAZENBY, JR., COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON**

By _____
(your reviewing Attorney will fill this out)

SUBMITTED BY:
(type in name and title of your elected official or department director)

PROCLAMATION/SIGNATURE FORMAT 2 – TEMPLATE ATTACHED

Before you submit, check your numbering, spelling and format. Submit to Board Clerk along w/signature of your Director, approval from Legal, and copy the Chief of Staff.

Format: Recommend Arial-12 or Tahoma-12, no smaller than this size: 11 pt.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**

PROCLAMATION NO. _____

(Insert title - Action Requested i.e. Proclaiming)

The Multnomah County Board of Commissioners Finds:

- a. *Use regular sentences (single-spaced) – no whereas clauses.*
- b. *If only one finding, no paragraph letter is needed.*

The Multnomah County Board of Commissioners Proclaims:

- 1. *Use regular sentences – No whereas or therefore clauses.*
- 2. *If proclamation is more than one page, make sure to keep at least three lines of text on the page with signature lines.*
- 3. *Insert the day, week or year proclaimed to be _____ in Multnomah County, Oregon.*

ADOPTED this ___ day of _____, 20__. *(type in Board meeting date)*

**LEAVE CENTER
BLANK FOR THE
10 LINES WE NEED
TO AFFIX THE
COUNTY SEAL**

**BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**

Jeff Cogen, Chair

SUBMITTED BY:

(type in name of your elected official or department director)

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

PROCLAMATION NO. _____

(TITLE):

The Multnomah County Board of Commissioners Finds:

a.

b.

The Multnomah County Board of Commissioners Proclaims:

1.

2.

3.

ADOPTED this ___ day of _____, 20__.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Jeff Cogen, County Chair

Deborah Kafoury
Commissioner District 1

Loretta Smith
Commissioner District 2

Judy Shiprack
Commissioner District 3

Diane McKeel
Commissioner District 4

REVIEWED:
HENRY H. LAZENBY, JR., COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____

SUBMITTED BY:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**

PROCLAMATION NO. _____

(TITLE):

The Multnomah County Board of Commissioners Finds:

a.

b.

The Multnomah County Board of Commissioners Proclaims:

1.

2.

3.

ADOPTED this ____ day of _____, 20__.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Jeff Cogen, Chair

REVIEWED:
HENRY H. LAZENBY, JR., COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____

SUBMITTED BY: