



Nicollet County Guidelines for Requested Resolutions and Proclamations

The Nicollet County Board of Commissioners is a nonpartisan body that does not advocate for positions or policies that do not have a direct, unambiguous, and explicit relationship to the County's programs, services, policies, or budgets. This policy provides the County Administration with guidelines in responding to requests for Resolutions. It outlines, in general, the reasons for Board proclamations and resolutions.

Permitted Ceremonial Proclamations and Resolutions are documents signed by the Board Chair and they are issued for:

- Arts and Cultural Celebrations
- Special Honors

Permitted Resolutions:

1. Resolutions for the County Board to take affirmative action on items of County Business such as:
 - Approval of County policies, procedures, and guidelines
 - Approval of employment policies and union agreements
 - Approval of the annual budget, budget amendments, the establishment of funds, and to make large purchases
 - Approval of commissioner's salaries, approval of designation of official newspaper, approval of official website, and approval of other annual requirements
 - Approval to advertise for bids and proposals, to enter into contracts and agreements
 - Approval of appointments of designated employees as required by statute
 - Appointments of County Commissioners and employees to various boards and committees
 - Approval of comprehensive plans, rezoning, conditional use permits, findings of fact, and other zoning issues
 - Establishing of, or the dissolution of, Joint Powers Agreements
 - Declaration of a state of emergency
 - Other actions required by State or Federal law or policy
2. Statements to Influence State and Federal Policy
 - Resolutions about State policy that are directly and explicitly related to the County budget, programs, and services. For example, issues of importance raised by the Association of Minnesota Counties and resolutions supporting funding for local projects and initiatives.

- Resolutions about Federal policy that are directly and explicitly related to the County budget, programs, and services. For example, issues of importance raised by the National Association of Counties and funding for local projects and initiatives.

Resolutions and Proclamations not permitted:

Resolutions and proclamations will not be acted upon for issues that the County Board is not required to act upon by Federal Law or policy, State law or policy, or local law or policy unless identified above, or issues that fall under the jurisdiction of a different unit of government. The following are some, but not all, examples of issues for which a Resolution or Proclamation will not be issued:

- Expressing an opinion on matters of political or ideological controversy
- Expressing an opinion on issues generally identified and known as supported by one political party and/or opposed by a political party
- Expressing an opinion of position on topics that have no direct, unambiguous and explicit relationship to the County's programs, services, policies, or budgets
- Events or organizations with no explicit and unambiguous relationship to the County's programs, services, policies, or budgets
- Political campaigns or events contrary to County policies

Administration of the Guidelines:

Requests for County Board action by resolution or proclamation will be processed by the County Administrator. The County Administrator will apply the guidelines and provide a reply to the requestor. The policy or the administration of this policy does not prevent anyone from being heard by the Board of Commissioners. Anyone may be heard by the County Board by contacting a Commissioner directly or by appearing before the Board of Commissioners during the public comments portion of a scheduled board meeting. The contact information for elected officials is available on the County's website.

Dated this 28th day of November, 2023



Jack Kolars, Chair
Nicollet County Board of Commissioners

ATTEST:



Mandy Landkamer
County Administrator/Clerk to the Board