



**Policy Type:** Board

**Category:** Facilities

**Policy Name:** Policy on the Naming or Re-Naming of County-Owned Facilities - Board Policy 7.5

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## **7.5 POLICY ON THE NAMING OR RE-NAMING OF COUNTY-OWNED FACILITIES (Adopted 10-31-95)**

The following policy was adopted by the Board of Supervisors on October 31, 1995:

The naming of County owned buildings and other County-owned facilities shall be authorized by the County Board of Supervisors pursuant to a public hearing on the action that is considered and following the public adoption of a resolution affirming the Board's action. Said resolution shall not be adopted with less than a four-fifths affirmative vote of the Board.

The following policy guidelines shall be adhered to by the Board when it considers action to name or re-name a County-owned building:

- (1) Generally, County-owned buildings and facilities shall be named to reflect their location and primary function.
- (2) No building shall be named for a private individual unless that individual contributed a majority of the funding that was used to construct the facility or acquire the land upon which the building is situated.



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- (3) In the event multiple donors contribute funds toward the construction or acquisition of a County-owned facility, the Board shall favor a functional title for the facility with plaques honoring those who contributed to the facility.
- (4) A room within a County-owned building may be named to honor an individual for that person's service to the community even though that individual may not have contributed funds toward the construction or acquisition of the building. The naming of a room to honor an individual shall occur by resolution of the Board of Supervisors and follow a minimum four-fifths vote to approve.
- (5) No County-owned facility shall be named for a public official while that official remains in public office.
- (6) Generally, a facility shall not be named after a public official or private individual unless that person is deceased. A decision to name a facility after a public official when that official is not deceased shall require a unanimous vote of approval by the Board.
- (7) When existing facilities or rooms within facilities are named after individuals, they shall not be renamed without a unanimous vote of the Board of Supervisors.

### Public Input on Facility-Naming

From time to time, a member of the public may ask one or more members of the Board of Supervisors to consider a nominated name for a recently acquired or newly constructed County building. Public nominations for this purpose shall be directed to the Clerk of the Board of Supervisors with



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copies to the Supervisor who is asked to sponsor the nomination. The nomination shall be submitted in writing and contain the following information:

- (a) The name, address and telephone number of the person submitting the nomination;
- (b) The location of the County building for which the nomination is submitted.
- (c) The basis under which the nomination qualifies under the criteria listed in the Board's policies (numbers 1 through 7 above);
- (d) A list of a minimum of three organizations in the community that are familiar with the historical significance of the nominated name or the public service record of an individual nominee.
- (e) A minimum of three written endorsements in support of the nomination.

Said nominations cannot be acted upon unless they are placed on the regularly scheduled agenda of the Board of Supervisors, and approval shall be conditioned upon the resolution and voting requirements that are set forth in this policy.

### **Related Policies**

None.

### **Related Forms and Information**



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None.

### History

Date	Changes Made
2/10/2014	Policy Uploaded. (Kyle Larson)
10/31/1995	Policy Adopted.