



## POLICIES AND PROCEDURES MANUAL

SUBJECT: Procedures for Naming and Renaming Fulton County  
Facilities and Naming of Agencies

DATE: December 17, 1997

NUMBER: 600-57

**Statement of Policy:** It will be the policy of Fulton County to name and rename bridges, buildings (or portions thereof), and other public facilities within the County as deemed appropriate by the Board of Commissioners. All newly established names and renaming of the structures will be approved by the Board of Commissioners. In addition, *Public Facilities, that are Public Libraries shall be given the name of the geographical area or community served, or a suitable combination of the foregoing with the name of a person, as determined by the Library Board of Trustees and recommended to the Board of Commissioners.*

**Background:** The Board of Commissioners at its meeting of April 3, 1996, requested that guidelines and procedures be established for the naming of County structures and facilities, including buildings, etc., excluding roads, and the establishment of a Commission/Board responsible for making recommendations for naming these County facilities. This was done because the Board of Commissioners recognizes that there are times when an official name for a facility is a vital factor in the public image of the community and there is a subsequent need to have an orderly process in which to decide on the appropriate name. *The Library Board of Trustees, at their meeting on October 22, 1997, adopted a policy requesting that the County's Policy be amended to include language from the Library's Policy entitled "Naming of Agencies."*

### **Procedures:**

1. A Fulton County Commission (hereafter known as the "Commission") will be established to consider requests and making recommendations to the Board of Commissioners for naming or renaming public facilities or infrastructures, excluding roads. The Commission will be composed of the County Manager, the Director of the Department that will manage, maintain, or use the facility on behalf of Fulton County Government (if applicable), the Director of the Public Buildings and Grounds Department, the Director of the Public Works Department, two members of the public on a rotating basis, who reside in the community and two open member slots. The County Manager and Department Heads may assign designees from their departments as their representatives. The County Manager or his or her designee will chair the Commission. One or both of the tow open slots may be filled for each individual request. The County Manager or his or her designee may fill the slots as deemed necessary from County Government staff, citizens of Fulton County, or anyone else who may be appropriate to assist in the naming/renaming process. Special consideration to fill the open slots should be given to selecting citizens who are from the community in which the facility is located.

2. Criteria for naming/renaming structures:

Consideration should be given to the honor and integrity that the name will reflect upon the community in which the facility is located

Citizen input will be sought, especially from the community in which the facility is located

Names will not conflict with other names in the Fulton County system

Recommended names may be based upon but not limited to the following:

- Individuals who have achieved local, state, national or international prominence
- Neighborhoods or communities
- Geographic landmarks or areas
- Historical events or situations

An existing name should be thoroughly researched to determine the background, tradition, history, or other significance of the individual to the community before changing the name.

No public building or other public structure may be named after a person who is at the time a member of the governing body which has jurisdiction or control over the building or structure or which is responsible for it.

3. The County Manager will submit the recommendation of the Commission to the Board of Commissioners for approval.

**Departmental Proponent:** Public Works & Public Buildings and Grounds

**Policy Review Date:** November 1997

**References:** Minutes of the Board of Commissioners, May 15, 1996

**Agencies Affected:** All Departments and Agencies of Fulton County