

ORIGINAL

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Durham County
Naming/Renaming Policy

PREAMBLE

1. No entire building owned or leased by Durham County can be named after an individual living or deceased.
2. This naming or renaming policy shall apply only to features, areas, spaces, rooms and articles located within, including but not limited to, a building, library, stadium, arena, theater, park or public recreational area owned or leased by Durham County.
3. Features, areas, spaces, rooms and articles located within, including but not limited to, a building, library, stadium, arena, theater, park or public recreational area owned or leased by Durham County may be named or renamed after a living or deceased person.
4. Names given to features, areas, spaces, rooms and articles located within, including but not limited to, a building, library, stadium, arena, theater, park or public recreational area owned or leased by Durham County may be revoked by the Durham County Board of Commissioners pursuant to the provisions of this policy.

PURPOSE

The purpose of this policy is to establish consistent guidelines for naming or renaming features, areas, spaces, rooms and articles located within, including but not limited to, a building, library, stadium, arena, theater, park or public recreational area owned or leased by Durham County

Also, the purpose of this policy is to establish consistent guidelines for revoking names given to features, areas, spaces, rooms and articles located within, including but not limited to, a building, library, stadium, arena, theater, park or public recreational area owned or leased by Durham County.

Further, this policy is adopted to established the process for naming or renaming features, areas, spaces, rooms and articles located within, including but not limited to, a building, library, stadium, arena, theater, park or public recreational area owned or leased by Durham County.

This policy is in addition to the Durham County Public Library Facilities Naming Policy adopted by the Durham County Board of Commissioners on May 9, 2005. This policy does not alter, repeal or amend the Durham County Public Library Facilities Naming Policy.

The Exhibits attached hereto are deemed part of this policy.

GUIDELINES

- I. **AUTHORITY**. The authority to name, rename or revoke a name given to features, areas, spaces, rooms and articles located within, including but not limited to, a building, library, stadium, arena, theater, park or public recreational area owned or leased by Durham County is vested in the Durham County Board of County Commissioners.

- II. **OWNERSHIP OR LEASEHOLD**. Features, areas, spaces, rooms and articles to be named or renamed must be owned or leased by Durham County. If the property is leased the naming or renaming must be permissible under the terms of the applicable lease agreement in effect.

- III. **LIVING PERSON**. Features, areas, spaces, rooms and articles within property owned or leased by Durham County may be named for a living person only if at least one of the following conditions is met:
 - a. The living person made a significant financial contribution to the development or acquisition of the feature, area, space, room or article. The amount of the financial contribution for naming purposes is left solely in the discretion of the Commissioners; or

 - b. The living person made a significant contribution to the enhancement of the quality of life in the community and is widely recognized and highly regarded for his or her work in the community; or

 - c. Features, areas, spaces, rooms and articles in property leased by the County has been named by the lessor/landlord for a living person.

- IV. **DECEASED PERSON**. Features, areas, spaces, rooms and articles within property owned or leased by Durham County may be named for a deceased person only if at least one of the following conditions is met:
 - a. The deceased person made a significant financial contribution to the development or acquisition of the feature, area, space, room or article. The amount of the financial contribution for naming purposes is left solely in the discretion of the Commissioners; or

 - b. The deceased person made a significant contribution to the enhancement of the quality of life in the community and was widely recognized and highly regarded for his or her work in the community; or

 - c. Features, areas, spaces, rooms and articles in property leased by the County has been named by the lessor/landlord for a deceased person.

- V. **RENAMING**. In rare circumstances and for just cause, features, areas, spaces, rooms or articles previously named in honor of or in memory of a person, may be renamed. Features, areas, spaces, rooms or articles within property owned or leased by Durham County shall only be renamed if at least one of the following conditions is met:
- a. The feature, area, space, room or article has been relocated; or
 - b. The feature, area, space, room or article's function has changed; or
 - c. The current name has been revoked for just cause.
- VI. **REVOCAION OF A NAME**. The Board of County Commissioners shall have the authority to revoke the name of any feature, area, space, room or article located within a property owned or leased by Durham County if it discovers later that the person committed an act or acts derogatory to his or her character and the same brings embarrassment to Durham County. Revocation may be done solely by a motion passed by the Board of County Commissioners.
- VII. **ELECTED OFFICIAL**. A feature, area, space, room or article within property owned or leased by Durham County shall only be named for an elected official if a minimum of five (5) years has passed since the individual last served in an elected office. The five (5) year waiting period does not apply to a deceased elected official.
- VIII. **NAMING FOR OTHER THAN A PERSON**. A feature, area, space, room or article within a property owned or leased by Durham County may be given names based upon geographical, historical, ecological, functional or other such factors as the Board of County Commissioners deem appropriate.
- IX. **AVOIDANCE OF DUPLICATION AND CONFUSION**. Selection of names should be managed in such a way that prevents duplication and/or confusion.
- X. **APPLICATION, PROCEDURE AND GOVERNING RULES**. Naming/renaming requests for features, areas, spaces, rooms or articles shall be initiated by application and then according to procedures and governing rules as stated in Exhibits, 1, 2 and 3 attached hereto.
- XI. **NON-PROPERTY INTEREST**. The naming or renaming of a feature, area, space, room or article shall not create a property interest in the person or organization.

XII. **EXCEPTIONS**. Exceptions on a case by case bases to this policy may be made by majority vote of the Board of County Commissioners.

Adopted this _____ day of _____, 2016 by the Durham County Board of Commissioners.

CHAIR OF THE BOARD OF COUTY COMMISSIONERS

EXHIBIT 1

**DURHAM COUNTY NAMING AND RENAMING POLICY
APPLICATION**

I. General Policy Statement

The Board of County Commissioners (BOCC) shall be responsible for approving all names of features, areas, spaces, rooms or articles within property owned or leased by Durham County consistent with the Durham County Naming/Renaming Policy.

II. Applicant's Information

Name of Individual/Group Making Application:

Address: _____

Telephone: Home: _____ Business: _____

Mobile: _____ Fax: _____

Email: _____

Site, Area, Section or Space of Naming/Renaming to be considered:

III. Recommendation and Supporting Information

Recommended Name: _____

The recommended name references (check one of the following):

a living person

a deceased person

other reference (please explain): _____

(If none of the above, please skip all remaining questions and provide a one-page rationale to support recommended name)

IV. Background Check

If the request is to name a feature, area, space, room or article within a County owned or leased property, after a person, living or deceased, please provide the following

information about the person. This information will be used only to conduct a background check on the person for whom the naming is being requested and will be held confidential.

Current Address (if living): _____

Date of Birth: _____

Social Security Number: _____

V. Name of civic/community activities, position(s) of leadership and dates of involvement:
(add additional page(s) if necessary)

VI. Organizations and positions held: (add additional page(s) if necessary)

VII. Awards and honors: (add additional page(s) if necessary)

VIII. Additional comments: (add additional page(s) if necessary)

SIGNATURE

DATE

**Mail this completed application to the Clerk of the Board of Durham County
Commissioners at 200 East Main Street Durham, North Carolina, 27701**

EXHIBIT 2

Procedure for Naming/Renaming a Feature, Area, Space, Room or Article in Property Owned or Leased by Durham County

STEP 1. Once an application is received by the Clerk to the Board of County Commissioners a copy shall be delivered to each member of the Board of County Commissioners (BOCC) and the County Manager.

STEP 2. With the approval of the BOCC the County Manager shall within 60 days assign the Application (Exhibit 2) to Durham County Government Staff, Agency, Department, Authority, or Committee which oversees, manages or operates the property for the purpose of an extensive screening process, including a background check. Once the application has passed the screening process the Staff, Agency, Department, Authority or Committee shall submit a recommendation to the BOCC. The screening process shall be completed within sixty (60) days.

STEP 3. The BOCC may accept, reject or replace the recommendation with one of its own. If the BOCC replaces the recommendation and the recommendation involves a name of an individual then the process returns to STEP 1. Once a recommendation is accepted by the BOCC it shall give thirty (30) days written notice of a Public Hearing to discuss and receive public comment for or against the recommendation. The BOCC after the Public Hearing may vote to name, rename or not name the feature, area, space, room or article within the property in accordance with the recommendation.

EXHIBIT 3

GOVERNING RULES, OPTIONS AND POINTS OF CONSIDERATION

1. The burden of supporting an Application rests with the individual or the group submitting the Application. The Durham County Government Staff person(s), Agency, Department or Committee may contact the individual or group for further documentation or information in support of the Application.
2. Persons in opposition to an Application have the burden of providing Durham County Government Staff, Agency, Department or Committee with documentation or information in opposition to the Application.
3. If the feature, area, space, room or article within County owned or leased property may be named after an individual, a criminal record background check must be performed and considered.
4. The BOCC may name the feature, area, space, room or article within the property in accordance with the adopted recommendation.
5. The BOCC may desire to place a plaque at an appropriate location within the property in recognition of an individual's contribution.
6. The BOCC may solicit suggested names for a feature, area, space, room or article within a County owned or leased property. If following the solicitation there has not been a suggested title or an appropriate suggested title staff may then determine an appropriate title for recommendation to the BOCC.
7. Certain features, areas, spaces, rooms or articles within Durham County owned or leased property could be named for such things as flowers, birds, animals, etc. instead of people. Consideration for naming these items should be at the discretion of the staff and do not need approval of the BOCC.
8. On occasions there may be organized or unorganized opposition to the naming/renaming of a feature, area, space, room or article. The opposing party (ies) have the right to submit a Written statement to the BOCC or its designees, detailing the specific reasons for their objections. Any individual and/or group opposed to the naming/renaming could be required to appear before staff or the BOCC to answer questions concerning their written statement of opposition. The opposition may also submit an application showing its choice for naming/renaming the feature, area, space, room or article.
9. When opposition occurs to a request, staff will delay action on the naming/renaming of the

public area and/or facility for at least ninety (90) days, to evaluate the opposition's information and provide a reasonable time to support the decision-making process.

10. During the process of opposition, the staff is responsible for informing the public of the status of the naming/renaming request, through appropriate communications that could include but may not be limited to:
 - (a) Issuance of Public Service Announcements (PSA) via local media forms.
 - (b) Site signage.
 - (c) Internet, etc.

11. All available information devices will be used to encourage public participation and involvement reflecting all pro/con viewpoints held by different elements of the citizenry. Such information must be available for review by the public for a minimum of thirty (30) days.



North Carolina
Durham County

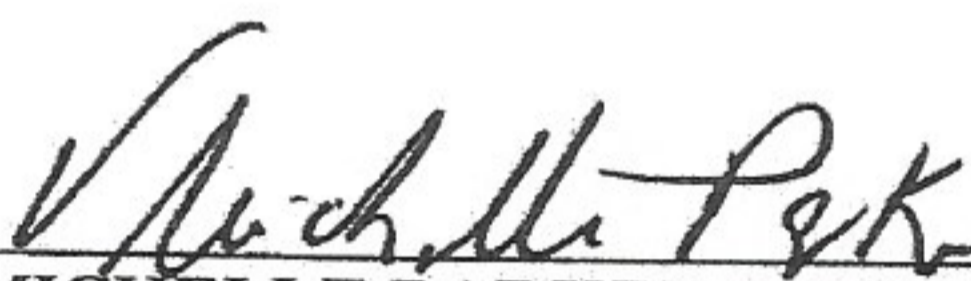
CERTIFICATION

I, V. Michelle Parker-Evans, the duly appointed and qualified Clerk of the Durham County Board of County Commissioners, do hereby certify that the foregoing is a true and correct copy of:

Board of County Commissioners approved to adopt the Naming and Renaming Policy for Durham County.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the official seal of Durham County, this 22nd day of August, 2016.




V. MICHELLE PARKER-EVANS
County Clerk to the Board of County Commissioners