

1 ALACHUA COUNTY
2 BOARD OF COUNTY COMMISSIONERS
3

4 **RESOLUTION NO. 2019-__**

5
6 A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
7 OF ALACHUA COUNTY, FLORIDA, ADOPTING AN INVOCATION
8 POLICY, PROVIDING FOR AN EFFECTIVE DATE
9

10 **WHEREAS**, the Alachua County Board of County Commissioners wishes to improve,
11 clarify and simplify the existing Invocation Policy Process.

12 **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY**
13 **COMMISSIONERS OF ALACHUA COUNTY, FLORIDA:**

14 The Board of County Commissioners of Alachua County, Florida adopts the attached
15 Invocation Policy No. 16-10.

16 **DULY ADOPTED** in regular session, this ____ day of _____, 2019.
17

18 **BOARD OF COUNTY COMMISSIONERS OF**
19 **ALACHUA COUNTY, FLORIDA**
20

21 ATTEST:

22 _____
23
24
25 Jesse K. Irby, II
26 Clerk of Court

22 By: _____
23 Robert Hutchinson, Chair
24 Board of County Commissioners

27 APPROVED AS TO FORM

28 _____
29
30 County Attorney

31 (SEAL)
32

Board of County Commissioners Policies

Alachua County, Florida

1 Policy No.: 16-10

Effective: 01/01/2016

2 Revision No.: 2

Review Date: 10/15/2019

3 **INVOCATION POLICY**

4 **Purpose:**

5 To solemnize Commission proceedings by allowing for an opening invocation before each
6 meeting.

7 **Policy:**

8 It is the policy of Alachua County to maintain a tradition of solemnizing Commission
9 proceedings by allowing for an opening invocation before each meeting, for the benefit and
10 blessing of the Commission. The Commission intends, and has intended in past practice, to
11 follow a policy that does not proselytize or advance any faith, or show any purposeful
12 preference of one religious view to the exclusion of others.

13 In order to solemnize proceedings of the Commission, it is the policy of the Commission to
14 allow for an invocation or prayer to be offered before its meetings for the benefit of the
15 Commission. The invocation shall not be listed or recognized as an agenda item for the meeting
16 or as part of the public business. No member or employee of the Commission or any other
17 person in attendance at the meeting shall be required to participate in any invocation that is
18 offered. The invocation shall be voluntarily delivered by an eligible member of the clergy, as
19 specified below. The invocation speaker shall be selected from among a wide pool of local
20 clergy, on a rotating basis using the following procedure.

21 **Procedures:**

22 The County Manager, or designee, shall compile and maintain a database of the religious
23 congregations with an established presence in Alachua County (herein, the "Congregations
24 List").

25 The Congregations List shall be compiled by referencing the listing for churches, congregations,
26 or other assemblies in the annual Yellow Pages phone book(s) published for Alachua County,
27 research from the internet, and consultation with local chambers of commerce. All religious
28 congregations with an established presence in Alachua County are eligible to be, and shall be,
29 included in the Congregations List. Any such congregation not otherwise identified for
30 participation may request its inclusion by written communication to the County Manager or
31 designee.

32 This Policy is intended to be and shall be applied in a way that is all-inclusive of every diverse
33 religious congregation in Alachua County. The Congregations List is compiled and used for
34 purposes of logistics, efficiency and equal opportunity for all of the community's religious
35 leaders, who may themselves choose whether to respond to the Commission's invitation and

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1 participate. Should a question arise as to the authenticity of a religious congregation, the
2 County Manager, or designee, shall refer to criteria used by the Internal Revenue Service in its
3 determination of those religious organizations that would legitimately qualify for
4 Section 501(c)(3) tax-exempt status.

5 The Congregations List shall be updated, by reasonable efforts of the County Manager, or
6 designee, annually at least every other year. If a congregation does not receive an invitation, or
7 the congregation believes they are not included in the Congregations List, then the congregation
8 may contact the County Manager, or designee, in writing, e-mail, or by phone, to request to be
9 included on the Congregations List. The County Manager, or designee, shall invite the religious
10 leader of each congregation listed on the Congregations List, in writing, e-mail, or by
11 phone. The invitation shall ~~read substantially as follows:~~ contain information about the
12 purpose of the invocation, a statement that the opportunity to perform the invocation is
13 voluntary, and a statement that the invocation should not be used to convert others to a
14 particular faith or to disparage any faith or belief.

15 A sample message is as follows:

16 *Dear Religious Leader,*

17 *The Alachua County Commission makes it a policy to invite members of the clergy in Alachua County to*
18 *voluntarily offer an invocation before the beginning of its meetings, for the benefit and blessing of the*
19 *Commission. As the leader of one of the religious congregations with an established presence in the local*
20 *community, you are eligible to offer this important service at an upcoming meeting of the Commission.*

21 *If you are willing to assist the Commission in this regard, please ~~send a written~~ reply at your earliest*
22 *convenience to the County Manager, or designee, at the address included on this letterhead. Clergy are*
23 *scheduled on a first-come, first-serve basis. The dates of the Commission's scheduled meetings for the*
24 *upcoming year are listed on the following, attached page. If you have a preference among the dates, please*
25 *state that request in your ~~written~~ reply.*

26 *This opportunity is voluntary, and you are free to offer the invocation according to the dictates of your*
27 *own conscience. To maintain a spirit of respect, the Commission requests only that the invocation*
28 *opportunity not be exploited as an effort to convert others to the particular faith of the invocation*
29 *speaker, nor to disparage any faith or belief different than that of the invocation speaker.*

30 *On behalf of the Alachua County Commission, I thank you in advance for considering this invitation.*

31 *Sincerely,*

32 *County Manager or designee*

33 As the invitation letter indicates, the respondents to the invitation shall be scheduled on a first-
34 come, first-served basis to deliver the invocations.

35 No invocation speaker shall receive compensation for his or her service.

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1 The County Manager, or designee, shall make every reasonable effort to ensure that a variety of
2 eligible invocation speakers are scheduled for the Commission meetings. In any event, no
3 invocation speaker shall be schedule to offer an invocation at consecutive meetings of the
4 Commission, or at more than three (3) Commission meetings in a calendar year.

5 Neither the Commission nor the County Manager, or designee, shall engage in any prior
6 inquiry, review of, or involvement in, the content of any invocation to be offered by an
7 invocation speaker.

8 Shortly before the opening gavel that officially begins the meeting and the agenda/business of
9 the public, the Chairman of the Commission shall introduce the invocation speaker and the
10 person selected to recite the Pledge of Allegiance following the invocation, and invite only those
11 who wish to do so to stand for those observances of and for the Commission. Invocations shall
12 be limited to five minutes or less. If an invocation speaker is unable to attend the meeting, the
13 Clerk or any County Commissioner may provide the invocation.

14 This Policy is not intended, and shall not be implemented or construed in any way, to affiliate
15 the Commission with, nor express the Commission's preference for or against, any faith or
16 religious denomination. Rather, this Policy is intended to acknowledge and express the
17 Commission's respect for the diversity of religious denominations and faiths represented and
18 practiced among the citizens of Alachua County.

19 The following disclaimer shall be included in at least 10 point font at the bottom of any printed
20 Commission meeting agenda:

21 *"Any invocation that may be offered before the official start of the Commission meeting shall be the*
22 *voluntary offering of, a private citizen, to and for the benefit of the Commission. The views or beliefs*
23 *expressed by the invocation speaker have not been previously reviewed or approved by the Commission,*
24 *and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other*
25 *speaker. If you are a member of one of the religious congregations with an established presence in the local*
26 *community, you are eligible to offer this important service at an upcoming meeting of the Commission.*
27 *Please contact the County Manager or designee to be added to the Congregations List."*