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**Board Policy**

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**Board Policy 1026 HONORARY NAMING OF FACILITIES, PROPERTIES AND MEMORIALS**

The Governing Board retains authority for the honorary naming of facilities, properties and memorials. This includes buildings, portions of buildings, college streets or roads, athletic fields and staging areas, plazas, and all other areas of major assembly or activity. It also includes the creation of physical memorials which include statues, benches, plaques, inscriptions, and other memorials.

All recommendations shall be presented to the Board for an initial reading and consideration at one meeting, and at a second meeting for action to allow for careful deliberation. Procedures for the naming of facilities are the responsibility of the Chancellor.

Recommendations for the honorary naming of District facilities and properties along with physical memorials shall be submitted by the Facilities Naming Committee to the Governing Board by the Chancellor for action. (Please note that naming of facilities, properties and memorials for individuals who make significant monetary contributions as donors is covered under Board Policy 5029).

Facilities and properties shall generally be named in the manner descriptive of their basic functions. A District facility, property or memorial may be named in honor of an individual, group, or family who is closely associated with the District and who made a significant and unique or extraordinary personal non-monetary contribution to the District.

Decisions to name facilities, properties and the creation of a memorial after an individual or individuals in an honorary manner shall be made under circumstances free from emotion and transitory pressures. Therefore, honorary naming proposals shall not be considered until at least three years after the individual or individual(s) has/have resigned or retired in the case of District employees and Governing Board members, or deceased in the case of those other than employees.

The District recognizes that the name conferred on a District facility, property or memorial in recognition of an individual or group is an important factor in the public image of the institution. Accordingly, the Governing Board may discontinue an approved name when the Board determines that it is no longer appropriate for the District to retain the honorary name previously assigned to the facility or property or memorial.

**Reference:**

CCLC Board Policy 6620  
Governing Board approval – 6.27.18