

**Naming Procedures**

1. The Superintendent or designee shall appoint a committee of District patrons to receive and evaluate recommended names. District patrons are those persons who reside, own property, or own a business in the District. The composition of the committee is outlined below. The Superintendent's designee shall act as chairperson to facilitate the actions of the committee.
2. The chairperson shall ensure that interested persons are informed of and afforded an opportunity to submit proposed names. Only written proposals submitted to the chairperson will be accepted. District solicitation of committee members and/or Board members is not permitted.
3. Persons submitting a name for the facility shall submit the rationale for the name and, if the proposed name is a person, biographical data. All names, biographical data, and rationales shall be presented to the members of the committee. The committee may propose names in addition to those submitted.
4. The committee shall vote on the proposed names and submit, as recommendations to the Board, the three names that receive the most votes from the committee membership.
5. Board members may submit additional names for consideration along with the recommendations of the committee. If the Board does not select a name from those initially recommended, the Board shall instruct the committee to reconvene and make further recommendations.

**School Naming  
Committee  
Membership**

- The Committee for School Naming will follow the requirements below:
1. Volunteers shall submit their names via a naming committee volunteer form to the Office of Communications in accordance with a deadline to be determined by the Superintendent or designee.
  2. All members who wish to serve in the category of patron (see definition of patron below) shall be selected by random drawing.
  3. Eight members shall be patrons from the new school's anticipated attendance zone in which the facility is or will be located, defined prior to committee selection.
  4. Six members shall be selected at random, one from each of the four remaining geographical areas represented by Board members as well as two from the District at large.

5. One member of the District Educational Improvement Committee (DEIC) shall be appointed to serve on the committee.
6. One administrator to serve as a non-voting member and committee chair shall be appointed by the Superintendent.
7. No member may be related by blood or marriage within a prohibited degree to the persons or persons who a facility name has been submitted. Upon notification of the submitted facility names for consideration by the committee, any member that is related to the person or persons as described above to the person or persons whose name is submitted for consideration for facility naming, shall decline membership and a random drawing of the remaining names shall be conducted to appoint the replacement member.

**District Facility  
Naming Committee  
Membership**

The Committee for District Facility Naming will follow the requirements below:

1. Volunteers shall submit their names via a naming committee volunteer form to the Office of Communications in accordance with a deadline to be determined by the Superintendent or designee.
2. All members who wish to serve in the category of patron (see definition of patron above) shall be selected by random drawing.
3. Seven patrons shall be selected at random, one from each of the five geographical areas represented by Board members as well as two from the District at large.
4. Two members of the DEIC shall be appointed to serve on the committee.
5. One administrator to serve as a non-voting member and committee chair shall be appointed by the Superintendent.
6. Volunteers shall submit their names via a naming committee volunteer form to the Office of Communications in accordance with a deadline determined by the Superintendent or designee.
7. All patrons shall be selected by random drawing.

**Plaque for New  
Facility**

The plaque shall contain the names of the Board, with officer designation, and the Superintendent at the time the structure was approved for construction. The plaque shall also contain the name of the architect and the general contractor.

If a formal dedication is planned, the plaque shall be prepared in time to have it in place for the ceremony. In the event no formal dedication is planned, the plaque shall be prepared within six months of the naming of the facility.