

Resolution No. 22-065

A Resolution of the Board of Supervisors of the County of Ventura, Adopting a New County Seal and Establishing Guidelines for Use of the County Seal

**WHEREAS**, Government Code section 25004 provides that the Board of Supervisors may adopt a seal; and

**WHEREAS**, the Board of Supervisors has designated an official County seal on May 24, 2022, and

**WHEREAS**, the official County seal, as adopted by the Board of Supervisors on May 24, 2022, is attached here to as Exhibit 1 and incorporated herein by reference; and

**WHEREAS**, the Board of Supervisors has determined that it is necessary to establish guidelines governing the use of the County seal to preserve its intended use as an official and identifying emblem of the County.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County of Ventura the following guidelines and prohibitions shall apply regarding the use or display of the County seal.

1. The use of the County seal shall be for the purposes directly connected with the official business of the County of Ventura, its Board of Supervisors, officers, agencies, or departments, and for those matters expressly approved by the Board of Supervisors consistent with the guidelines in this resolution.
2. The County seal may be used on letterheads, business cards, and other stationary only for officially established and recognize agencies and departments of County of Ventura government and for duly elected officials of the County. The County seal shall not be used on letterheads, business cards nor other stationary of quasi-governmental, private, commercial, or civic organizations, or any other organization, profit or non-profit.
3. The County seal may be displayed on an official County flag.
4. The County seal may be used on forms, documents, brochures, or pamphlets only when such items have been produced by or for an official County agency or department for an official County government purpose.
5. The County seal may be permanently affixed to an item of clothing when such item constitutes a part of an official or authorized County uniform or part thereof. The County seal may be affixed to articles of clothing that are not uniforms or to items such as mugs or drinking cups that are offered for sale to County employees or given to County employees by the Board of Supervisors.
6. The County seal may be displayed on signs when such signs identify official County governmental projects, buildings, property, roads, or signs indicating entrance to the County of Ventura, which are maintained by the County.
7. The County seal may be displayed as a wall hanging in governmental offices and in other offices of duly elected officials.

8. The County seal shall not be used on an item that will be offered for sale, or as a gratuity, unless offered for sale, or as a gratuity to County employees by the County itself. Using the County seal for promotional or marketing materials or items to be sold by a non-County agency or department is prohibited.
9. The County seal shall not be used for the endorsement or disapproval of religion or for religious purposes, or for campaign purposes or events that influence or attempt to influence the action of the voters for or against the nomination or election of a candidate or candidates, or the qualification or passage of any measure.
10. Except for uses of the County seal for purposes directly connected with the official business of the County, no person, business, organization, or entity shall use the County seal or be allowed to use any reproduction or facsimile of the County seal, including but not limited to any design so closely resembling the County seal as to be apt to deceive or imitate without first having obtained the permission of the Board of Supervisors therefor.

Authorized use of the County seal by County officials and departments consistent with this resolution shall be automatic. No effort should be made to replace the use of the current seal by County officials and departments except through a normal replacement basis so as to minimize expense when rolling out the new County seal.

Exceptions to these rules and regulations shall be granted on a case-by-case basis by the County Executive Officer and shall be evidenced in writing.

**BE IT FURTHER RESOLVED**, by the Board of Supervisors, that a description and impression of the County seal, as depicted in Exhibit A to this resolution, shall be filed in the Office of the County Clerk in accordance with Government Code section 25004. It is further ordered and directed that said seal shall be in the custody of the County Clerk and ex-officio Clerk of the Board of Supervisors and shall be impressed, printed or stamped when necessary to attest the execution of acts and documents of said Board of Supervisors.

**BE IT FURTHER RESOLVED**, by the Board of Supervisors, that the County Executive Officer is hereby directed to incorporate the guidelines and prohibitions set forth in this resolution into the County's Administrative Policy Manual. Such policy if consistent with this resolution shall not need to come back to the Board of Supervisors for initial approval. Any future amendments related thereto shall need to come back to the Board of Supervisors for consideration and approval.

**BE IT FURTHER RESOLVED**, by the Board of Supervisors, that this resolution supersedes the order of the Board of Supervisors of November 4, 1964, in which the Board of Supervisors adopted the prior County seal. Additionally, until such time as the prior County seal is completely phased out of use by the County, all guidelines and prohibitions set forth in this resolution shall apply regarding the use or display of the new County seal set forth in Exhibit 1 and the prior County seal previously adopted in 1964.

(continued on next page)

Upon motion of Supervisor Ramirez, seconded by Supervisor LaVere, and duly carried, the Board hereby approves and adopts this resolution on the 24<sup>th</sup> day of May 2022.

Carmen Ramirez  
Chair, Board of Supervisors  
County of Ventura

ATTEST:  
Sevet Johnson,  
Interim Clerk of the Board of Supervisors  
County of Ventura, State of California

By: Sevet Johnson  
Deputy Clerk of the Board



**EXHIBIT 1**

