

## DRAFT

### Arkansas Department of Parks, Heritage and Tourism

#### Policy Statement, Criteria and Procedures for Naming ADPHT Amenities

##### A. Policy Statement

- a. The Arkansas Department of Parks, Heritage and Tourism (“ADPHT”) has state parks, natural areas, buildings, facilities, and other lands, including features therein and thereupon, (herein, all of the foregoing referred to as an “amenity” or “amenities”) that receive substantial public use and support and offer meaningful naming opportunities for honoring individuals and groups.
- b. The naming of amenities for individuals or groups who have made significant contributions to society is a time-honored tradition.
- c. Any naming opportunity must be consistent with state law.
- d. The process to name an amenity will include an opportunity for public input.
- e. As used herein, naming includes any renaming of an amenity or withdrawal of an existing name from an amenity.

##### B. Criteria

- a. In general, individuals and groups for whom amenities are named must have made a significant contribution to Arkansas state parks, tourism, travel, recreation, conservation, heritage, history, historic preservation, or political support of the foregoing in Arkansas.
- b. This honor must be reserved for individuals of recognized accomplishment and character or groups known for a significant, positive impact as an organization.
- c. Special consideration should be given to the historical significance of the individual or group, their connection to the amenity to be named, or the financial contribution of the individual or group to the amenity to be named.

##### C. Procedures

- a. Naming opportunity nominations can originate as recommendations by either an Arkansas citizen or a member of an appointed ADPHT advisory board or commission according to the following procedures:
  - i. Any Arkansas citizen can make a nomination. The nomination form is available by contacting the ADPHT Public Information Office at [meg.matthews@arkansas.gov](mailto:meg.matthews@arkansas.gov)
    1. Nominations require 100 signatures from Arkansas citizens, eighteen years of age or older, who reside near the amenity or have a close connection to the proposed individual or organization for whom the amenity is proposed to be named.
    2. A letter of endorsement from a local legislator is encouraged.
    3. The nomination form will be submitted to ADPHT for vetting.
  - ii. A member of an appointed ADPHT commission or advisory board can make a naming nomination at a public meeting. The nomination must receive a second from a fellow board member or commissioner. Applicable ADPHT boards and commissions include:

1. State Parks, Recreation and Travel Commission
  2. Arkansas Natural Heritage Commission
  3. Historic Arkansas Museum Commission
  4. Old State House Museum Commission
  5. Mosaic Templar's Cultural Center Advisory Board
  6. Delta Cultural Center Advisory Board
  7. Other ADPHT boards and commissions that may have a stake in the naming of an ADPHT amenity as approved by the ADPHT Secretary.
- b. Cognizant division staff will perform an initial vetting of the nomination to ensure all necessary information for an informed naming decision is gathered in a nomination submission.
  - c. Division staff will hold a public hearing related to the nomination at an appropriate location, preferably near the subject amenity.
  - d. Following the public hearing, the cognizant ADPHT division director will submit a summary of the nomination and public hearing along with a recommendation to the appropriate commission for review.
  - e. The cognizant board or commission will consider the nomination at a regularly scheduled public meeting and make a recommendation of approval or denial to the Secretary of ADPHT.
  - f. The ADPHT Secretary, in consultation with the Governor, will review a commission or board approval recommendation and provide a final decision on the naming nomination.
  - g. If approved, cognizant division staff will initiate the development and installation of appropriate signage to reflect the approved name for the amenity.
- D. Other
- a. This document shall supersede Part III of Park Directive 2510 and shall be controlling as to any other ADPHT internal policy or procedure to the extent there may be a conflict.