

**Procedure:** LA-002 – Naming of Donated, Purchased Land or an Easement

**Owner:** Chairperson, Land Acquisition Committee

**Effective Date:** March 14, 2022

**Revision:**

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**Procedure Objective:** This procedure is intended to provide guidance for naming donated or purchased land parcels and easements.

**Documents Used In Conjunction With This Procedure:**

GINLC map of land parcels to be updated

GINLC Land Parcel Summary

List of Founding Members

**Procedure:**

Once a land parcel has been donated or purchased and the deed transfer has been completed or an easement has been established, the naming of the preserve or easement by the Board of Directors will be completed according to the following requirements.

1. If the land parcel has been donated directly and the donor(s) desires to be recognized, the land parcel shall be named after the donor(s) or a donor-specified name. If the donor prefers to remain anonymous, the land parcel will be named after a street name or location, natural feature or special use. If the land parcel is very small in size (<0.5 acres) and isolated it may be combined with an existing nearby or an adjacent preserve. Easements will be named after the property owner.
2. Land parcels purchased by the GINLC shall be named in one of three ways: (a) in honor of the donor of the funds used for purchase (b) after former GINLC Board Members or (c) based on natural features or special use.
3. The sequence of naming land parcels after former Board Members shall be in order (a) deceased GINLC founding members (b) deceased GINLC Presidents (c) deceased former Board members with the longest Board tenure.

**Responsible:**

The Land Acquisition Chairperson is responsible for maintaining (including timely reviews of applicability) and ensuring the use of this procedure.

The Board of Directors is responsible for following this procedure prior to naming a land parcel.

**Accountable:**

The Land Acquisition Chairperson is accountable to the Board of Directors for ensuring this procedure is followed.

**Consult:**

The Executive Committee shall be consulted in the naming of all land parcels.

**Inform:**

The Communications and Stewardship Committees shall be informed so that new preserve signs can be ordered and installed and appropriate GINLC literature is updated.

**Procedure Revision History**

Date	Reason for Change	Change By
April 2022	First approved version. Adopted at April BoD Meeting	Thiel