

# Proclamations & Recognition Policy & Procedure

October 25, 2021



**PURPOSE:** To establish a policy, guidelines and procedure for responding to requests for proclamations, certificates of recognition, and/or a formal letter from City Council.

## I. PROCLAMATIONS

**A. POLICY:** It is the policy of the Mayor, on behalf of City Council, to consider requests to proclaim certain days, events or causes, when such proclamations recognize a significant act that brings great credit and recognition to the City of Dublin. Proclamations are ceremonial documents meant to bring public awareness, honor charitable campaigns or services and celebrate arts and culture among the residents of Dublin. Please note: if the event warranting the proclamation occurs yearly, such as a week or month recognizing a certain profession (Public Works Week, Planning Month, etc.) a new proclamation will be mailed and the event announced at a Council meeting.

**B. CRITERIA:** The following guidelines are to be considered regarding the request for a proclamation.

1. The request must be initiated by a resident or business of Dublin, Ohio;
2. The request must be made in advance (at least two weeks);
3. Proclamations will not be issued for any of the following:
  - a) Matters of political controversy, ideological or religious beliefs, or individual conviction;
  - b) Birthdays, retirements, weddings or family gatherings
  - c) Events or organizations outside the City of Dublin; and
  - d) Campaigns or events contrary to City policies.
4. Examples of proclamations following this policy are: Purple Heart City, Earth Month, Cardinal Health 50<sup>th</sup> Anniversary etc.

**C. PROCEDURE:**

1. All requests must be received at least two weeks prior to the date the proclamation is to be presented. All requests must be in writing by sending an e-mail to [lastaff@dublin.oh.us](mailto:lastaff@dublin.oh.us). Each request must include the following:
  - a) A contact name and phone number;
  - b) Specific title of what is to be proclaimed;
  - c) Facts about the subject matter of the Proclamation (at least 4 or 5 separate facts);
  - d) Name/Address of where proclamation is to be sent; or

- e) To Whom/Where it is to be presented.
2. If the proclamation is to be presented in-person, the recipient will be present to accept the proclamation either at a Council meeting or at a location agreed to in advance.
3. Request forms and any supporting documentation is to be submitted to Legislative Services.
4. Legislative Services will seek the approval of the Mayor for the proclamation to be issued/scheduled.
5. If approved, the proclamation will either be mailed or scheduled for a presentation in-person by the Mayor or another member of Council.

## **II. CERTIFICATE OF RECOGNITION OR APPRECIATION**

**A. POLICY:** A certificate of recognition may be appropriate when it is determined that the criteria for a proclamation is not met. Certificates of recognition are appropriate to recognize and celebrate the outstanding achievements of our residents, students and businesses.

**B. CRITERIA:** The following guidelines are to be considered regarding the request for a certificate of recognition:

1. Recipient must be a resident of Dublin, Ohio or a student of Dublin City Schools;
2. The request must be made in advance (at least two weeks prior to desired certificate date);
3. Certificates of recognition will not be issued for the following:
  - a) Birthdays under the age of 90;
  - b) Retirements; or
  - c) Family gatherings.
4. Examples of certificates of recognition, following this policy, would be: Sports teams or individual athletes for winning regional, state, and/or national titles, state, national and/or international contest winners, Business Awards, etc.

**C. PROCEDURE:**

1. All requests must be received at least two weeks prior to the date the certificate is needed. All requests must be in writing by sending an e-mail to [lastaff@dublin.oh.us](mailto:lastaff@dublin.oh.us). Each request must include the following:
  - a) A contact name and phone number;
  - b) Facts about the outstanding achievement;

- c) Requested date certificate is to be received
2. If it is to be presented in-person, the recipient will be present to accept the certificate either at a Council meeting or at a location agreed to in advance; and
3. Submit completed request forms and any supporting documentation to Legislative Services.
4. Legislative Services will seek approval of the Mayor for the certificate of recognition to be issued/scheduled.
5. A separate certificate will be provided for each person (if a team is being recognized)

### **III. LETTER OF APPRECIATION OR CONGRATULATION FROM CITY COUNCIL**

- i. **POLICY:** A Letter from the City Council may be appropriate when it is determined that the criteria for a proclamation or a certificate of recognition is not met. Letters from City Council are appropriate to offer congratulations on significant projects, milestones or exceptional efforts of our residents or business community.
- ii. **GUIDELINES:** The following guidelines are to be considered regarding the request for a Letter from City Council.
  1. Recipient must be a resident of, a business owner in, or a student attending the schools in Dublin, Ohio;
  2. The request is made in advance (at least two weeks prior to desired delivery date); and
  3. Examples of a Letter from City Council following this policy would include: Eagle Scouts, Student projects, Runner-up contest participants, Business milestones, Retirements and Anniversaries.
- iii. **PROCEDURE:**
  1. All requests must be received at least two weeks prior to the date the letter is needed. All requests must be in writing by sending an e-mail to [lastaff@dublin.oh.us](mailto:lastaff@dublin.oh.us). Each request must include the following:
    - a) A contact name and phone number;
    - b) Facts about the subject of the letter;
    - c) Requested date letter is to be received
  2. Submit completed written request for the letter and any supporting documentation to Legislative Services.

3. Upon approval of Council Leadership, the letter will be sent on behalf of Council according to request.