

# 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 positively impact the community and convey an affirmative message to Dublin residents. 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 same event warranting the proclamation occurs yearly, a new proclamation will be presented in-person every five years. Proclamations will be mailed for the years in between.

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

1. The request must be initiated by a resident of Dublin, Ohio;
2. The request must be made in advance (at least two weeks);
3. Issuing proclamations is at the discretion of the Mayor of the City of Dublin.
4. 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 with no direct relationship to the City of Dublin; and
  - d) Campaigns or events contrary to City policies.
5. Examples of proclamations following this policy are: Purple Heart City, Earth Month, National Volunteer Week, 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 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. Any supporting documentation is to be submitted to Legislative Services ([lastaff@dublin.oh.us](mailto:lastaff@dublin.oh.us)).
- 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/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.
- 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;
  - 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, Eagle Scouts, 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 and submitted 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 any supporting documentation to Legislative Services (lastaff@dublin.oh.us).
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 FROM THE CITY COUNCIL**

- A. 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.
- B. GUIDELINES:** The following guidelines are to be considered regarding the request for a Letter from City Council.
  1. Recipient must be a resident of or a business owner 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: Student projects, Runner-up contest participants, Business Awards, Business milestones and possibly Retirements.
- C. 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 and must include:
    - 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 (lastaff@dublin.oh.us).
  3. Upon approval of Council Leadership, the letter will be sent on behalf of Council according to request.