



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.11
TO: City of Dublin Employees
FROM: Dana McDaniel, City Manager 
SUBJECT: Awards for Exiting Boards, Commissions, Council and Committee Members
DATE: June 22, 2022
<i>Supersedes and replaces Administrative Order 1.11, dated November 1, 1993 regarding same subject.</i>
PROPONENT: Director of Legislative Services

1. PURPOSE

It is important that citizens who serve on the City's Boards, Commissions, Council and Committees are given appropriate recognition for completed service. Awards not only instill a sense of pride and accomplishment in those who receive them, but may also promote others to participate in the future.

2. DEFINITIONS

A. *Advisory Commission/Committee Members:* Members of the public body created by the Dublin Codified Ordinances or City Council legislative action that meets to discuss public business and works to advise City Council and City staff of their recommendations. (Examples include Community Services Advisory Commission and the Community Inclusion Advisory Committee).

B. *Board/Commission* – A public body created by the City Charter or the Dublin Codified Ordinances that meets to discuss public business and make determinations based upon Dublin Codified Ordinances and City Council goals. These are decision-making bodies. (Examples include Planning and Zoning Commission, Board of Zoning Appeals, and Architectural Review Board).

3. RECOGNITION PROCESS

Recognition of exiting Board, Commission, Council, and Committee member(s) must be done in an efficient and timely manner. To expedite this process, City Staff

members will report the following information regarding exiting members of the Board, Commission, Council, and/or Committee with whom they interact to Legislative Services.

- Name of exiting Member
- Board, Commission, Council, Committee served
- Position (for example, Chairperson, Secretary, Member, etc.)
- Dates served

Legislative Services will then coordinate the printing of the certificate and coordinate the member receiving the award of their choosing. They will also coordinate the presentation of the certificate at an annual reception held every spring.