

CITY OF GRAND TERRACE
CITY COUNCIL POLICY

PRESENTATION OF CERTIFICATES, COMMENDATIONS, PROCLAMATIONS,
PLAQUES, AND OTHER RECOGNITION AWARDS

PURPOSE:

To establish guidelines for recognition of individuals, groups, and events of significance to the Grand Terrace community by the issuance of certificates, Recognition, Acknowledgement and Commendation Pins.

POLICY:

It is the policy of the City Council that when a request for recognition is received, certificates, proclamations and other recognition awards shall be prepared in accordance with the adopted guidelines of this policy, including the attached Guidelines for Recognition Requests.

Requests for recognition may come from any Council Member, Mayor Pro Tem, or the Mayor. If a request for recognition is consistent with any of the request categories described in Exhibit "A", the City Manager or City Clerk may direct staff to issue such recognition award as specified in Exhibit "A".

If recognition is to be made at a City Council meeting, it will be placed on the Agenda under "PRESENTATIONS" during the second Council meeting of the month. If a commendation or proclamation is requested on short notice and cannot be approved by the City Council prior to the time of presentation, the Mayor or City Manager will determine whether it is consistent with the intent of this policy and, if consistent it will be placed on the "CONSENT CALENDAR" for approval after the fact. Likewise if a commendation or proclamation will be presented outside of a City Council meeting, or if it is to be mailed, it will be placed on the "CONSENT CALENDAR" for approval.

If a request for recognition is not clearly consistent with any of the request categories described in Exhibit "A", the City Clerk shall confer with the City Manager with respect to placing the request on the agenda of the next City Council meeting for discussion and/or approval.

This policy provides that any member of the City Council may make presentations of recognition awards outside of a City Council meeting.

This policy prohibits the City of Grand Terrace from supporting, promoting, or otherwise making endorsements for any religious purposes whatsoever, which includes multi-cultural, cultural and ethnic groups and events or activities having religious overtones.

EXHIBIT "A"

GUIDELINES FOR RECOGNITION REQUESTS

Types of Recognition Awards:

Certificates of Acknowledgement & Acknowledgement Pin: This award acknowledges and thanks those individuals who continually demonstrate generosity, kindness and consideration towards their neighbors. It was inspired by those good Samaritans among us, who help/volunteer to make a difference in our community. The Acknowledgement Award is intended to provide the community with an opportunity to publicly acknowledge those without a title or carrying out a mission of a formal organization, their goal is simply for the betterment of our community.

Certificates of Recognition & Recognition Pin: Certificates of recognition will be prepared for personal accomplishments: Certificates of Recognition is initiated by a member of the City Council and will be signed by all members of the City Council. Requests for Certificates of Recognition must be received 48 hours in advance of the presentation. Certificates of Recognition may be presented under the following circumstances:

Guests from Other Countries or States: Commendations shall be prepared for dignitaries from other countries or states acknowledging their visit and welcoming them to the City of Grand Terrace. Honorees shall be invited to attend a City Council meeting for presentation or arrangements may be made to present commendations signed by the City Council outside of a City Council meeting.

Anniversaries: Certificates of recognition shall be prepared to commemorate grand openings of businesses in the City of Grand Terrace, for anniversaries of 10 years or greater for any business or community service organization located in the City, companies doing business within the City or another public agency who provides service to the residents of the City of Grand Terrace. Honorees shall be invited to attend a City Council meeting for presentation, or arrangements may be made to present certificates signed by all members of the City Council, outside of a City Council meeting.

In addition to the certificate each member of the organization present shall receive a City of Grand Terrace Recognition Pin (5 Max).

Commendations and Key Pin: Commendations will be prepared for individuals, organizations, dignitaries, members of the Council, and Boards/Commissions who have attained major achievements. Commendations require City Council approval and are signed by the entire City Council. Examples of major achievements and circumstances meriting a commendation include:

Acts of Heroism: Commendations may be given to residents of Grand Terrace who perform heroic acts and to non-residents who perform acts of heroism to save the life or property of a City resident. Honorees shall be invited to attend a City Council meeting for presentation of a Commendation signed by the City Council.

Girl Scout and Boy Scout Accomplishments: Commendations may be prepared to recognize Grand Terrace residents who achieve the rank of Eagle Scout in the Boy Scouts or the Gold or Silver Award in the Girl Scouts. Honorees shall be invited to attend a City Council meeting for presentation or arrangements may be made to present commendations signed by the City Council outside of a City Council meeting.

Distinguished Accomplishments or Service by Individuals: Commendations shall be prepared for individuals and organizations, who reside, work, are located in, or have made numerous contributions to the community or citizens of Grand Terrace and who have achieved distinguished accomplishments during their tenure of service. Honorees shall be invited to attend a City Council meeting for presentation or arrangements may be made to present commendations signed by the City Council outside of a City Council meeting.

Athletic/ Academic Accomplishments: Recognition of athletic/academic accomplishments may be given when an individual or team reaches a significant level of competition on a regional, state or national level. Recognition should occur when the individual or team has completed the highest level of competition. Honorees shall be invited to attend a City Council meeting for presentation of a certificate of recognition signed by all members of the City Council.

Significant Achievement or Service: Recognition of significant achievement or service shall be prepared at the discretion of the City Manager, Mayor or City Council for significant recognition such as to outgoing commissioners at the completion of their terms; to retiring City Council Members; to retiring City employees; visiting dignitaries and officials of other Countries; and federal or state government officials. If possible, honorees shall be invited to attend a City Council meeting for presentation. Otherwise, arrangements may be made to present the recognition outside of a City Council meeting.

Proclamations: Proclamations are an official decree of the City Council and will be presented to organizations, dignitaries, members of the Council, and Boards/Commissions, commemorating a special date or event. Proclamations require City Council approval and are signed by the City Council. Examples of circumstances or events meriting a proclamation include:

Dedication of Days, Weeks, and Months: Proclamations shall be prepared when requested, to commemorate special dates or events (such as Red Ribbon Week, Fire Prevention Week, etc.). Honorees shall be invited to attend a City Council meeting for presentation of the proclamation signed by the City Council.

Arrangements may be made to mail the proclamation to the requesting organization, or presented outside of a City Council meeting.

Yearly City Commemorative Events: Proclamations shall be prepared when requested for commemorative events occurring in the City on an annual basis. Honorees shall be invited to attend a City Council meeting for presentation of the proclamation signed by the City Council.

Regional Events: Proclamations shall be prepared when requested for events of significance to the City of Grand Terrace, County of San Bernardino, State of California, or the United States of America. Honorees shall be invited to attend a City Council meeting for presentation of the proclamation signed by the City Council. Arrangements may be made to mail the proclamation to the requesting organization.