



# ADMINISTRATIVE POLICIES

## Office of the City Manager

|                               |                     |
|-------------------------------|---------------------|
| <b>Policy Number</b>          | <b>CM-11</b>        |
| <b>Version</b>                | <b>2</b>            |
| <b>Effective Date</b>         | <b>9/2/2022</b>     |
| <b>Responsible Department</b> | <b>City Manager</b> |

**TITLE: Ceremonial Documents**

- New  
 Supersedes AP Number 19-02, Version 1, effective 9/3/2019

### APPROVAL

  
\_\_\_\_\_  
City Manager Signature

9/2/2022  
\_\_\_\_\_  
Date Approved

1. **PURPOSE.** The purpose of this policy is to establish uniform procedures and criteria for recognition of individuals, groups, and events of significance to the City of Tulare community.
2. **POLICY.** External requests for ceremonial documents must be formally requested via an application process and received at least 30 days prior to the date of the recognition. All requests are submitted to the City Clerk's Office.

The City receives many requests for ceremonial items (such as certificates, proclamations, etc.). The City Clerk's Office, in collaboration with the City Manager, Mayor and/or City Council, is responsible for determining the appropriate option for recognition to fulfill both external and internal requests. The City Clerk's Office reserves the right to deny requests subject to timing of request, work load, and compliance with this policy.

Ceremonial documents may be presented to the recipient(s) by the Mayor at a City Council meeting or at an event being held by the organization making the request subject to the availability of the Mayor. If the organization is only requesting certificates to be prepared for their event (not presented by the Mayor or at a Council meeting), the Clerk's Office will provide the certificates to the requester in advance of the scheduled event.

Regardless of whether a request qualifies under the aforementioned policy, the City of Tulare will not issue ceremonial documents related to matters of ideological or religious beliefs, individual conviction, or political and legislative issues which may suggest an official City position or endorsement. However, this prohibition shall not be interpreted as preventing the City from recognizing cultural events, anniversaries, milestones or holidays celebrated by religious groups in the City of Tulare.

3. TYPES OF CEREMONIAL DOCUMENTS.

- 3.1. Proclamation: A ceremonial document issued by the City Council to commemorate a specific time period (day, week, or month) for the purpose of raising awareness about local efforts.
- 3.2. Resolution: A ceremonial document that generally commends a local person, business, or organization for service to the community for a particular accomplishment.
- 3.3. Certificate of Recognition: Provided to a local individual, business, or organization to recognize outstanding achievements.

4. TYPES OF PRESENTATIONS

- 4.1. Certificate Holder/Folder: Used for requests that identify more than one individual (e.g. school sport/academic teams, leadership graduations, or similar).
- 4.2. Certificate Frames: Used for requests honoring individuals, businesses, or events (e.g. significant birthdays, appreciation of exemplary service, business openings, Council appointed advisory body members upon completion of term).
- 4.3. Pocket Plaques: Used for requests honoring significant events (e.g. anniversary celebrations/events) and/or at the discretion of the City Manager.
- 4.4. Engraved Plaques: Used to recognize individuals or public officials that have had a significant contribution to the City of Tulare or leaving office upon completion of their term in office.

5. REVISION HISTORY

| <u>Version #</u> | <u>Date</u> | <u>Approved By</u> |
|------------------|-------------|--------------------|
| 2                | 9/2/2022    | City Manager       |
| 1                | 9/3/2019    | City Manager       |

Attachments

- A. Ceremonial Document Request

**CEREMONIAL DOCUMENT REQUEST**

External requests must be submitted at least 30 days prior to the event.

**CONTACT INFORMATION**

|                |               |                  |
|----------------|---------------|------------------|
| CONTACT PERSON | EMAIL ADDRESS |                  |
| ADDRESS        |               | TELEPHONE NUMBER |

**EVENT INFORMATION**

|                   |               |  |
|-------------------|---------------|--|
| EVENT/OCCASION    | DATE OF EVENT | TIME OF EVENT  |
| LOCATION OF EVENT |               | DOES RECIPIENT RESIDE IN TULARE?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |

Highlights of person/organization to be recognized (a biographical outline of the individual including their involvement in the community, or a description of the organization and how it impacts the community is required). Please use the space below or provide an additional attachment.

*See Reverse Side*

## RECEIPT OF CEREMONIAL DOCUMENT

Please select one of the options listed below.

- Pick-up. Please select the best way to contact you:  Email  Telephone
- Present at Council Meeting (meetings held the 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of each month).  
Specify preferred date: First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_
- Mail (certificate holders only). A self-addressed, stamped envelope is required to be provided.
- Schedules permitting, is a Council or City representative desired at the event to present?

## DISCLAIMER

The City of Tulare has the discretion to determine the appropriate recognition based upon the information provided and its applicability to the City's Administrative Policy CM-11.

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The applicant, by affixing their signature below, acknowledges that they have read, understand and agree to the information contained herein.

APPLICANT SIGNATURE



PRINT NAME

## FOR OFFICE USE ONLY

### Approved:

- Proclamation  Resolution of Commendation  Certificate of Recognition

### Type:

- Certificate Holder  Certificate Frame  Pocket Plaque  Engraved Plaque

### Presentation options:

- Pick-up  Mail (self-addressed stamped envelope provided)
- Council/City representative requested:  Yes  No If yes, who: \_\_\_\_\_
- Present at a Council Meeting. If so, date of meeting: \_\_\_\_\_

DATE RECEIVED:

CLERKS INITIALS: