

## LAWNDALE COUNCIL POLICY

<b><u>SUBJECT:</u></b> Recognition Requests	<b><u>POLICY NO.:</u></b> 26-95	<b><u>DATE ADOPTED:</u></b> a) 5/22/95 b) 6/5/00 c) 6/4/01 d) 5/5/03 e) 2/2/04 f) 6/6/05
	<b><u>AUTHORITY:</u></b> a) Resolution No. CC-9505-38 b) Resolution No. CC-0006-53 c) Resolution No. CC-0106-044 d) Resolution No. CC-0305-027 e) Resolution No. CC-0402-013 f) Resolution No. CC-0506-033	

### **PURPOSE:**

To establish guidelines for recognition of individuals, groups, and events of significance to the Lawndale community by issuance of proclamations, certificates, plaques and other recognition awards.

### **POLICY/PROCEDURE:**

It is the policy of the City Council that when a request for recognition is received, certificates, proclamations, plaques and other recognitions awards shall be prepared in accordance with the adopted guidelines of this policy, including the attached Guidelines for Recognition Requests (Exhibit "A") and the Matrix of Recognition Requests (Exhibit "B").

If a request for recognition is consistent with any of the request categories described in Exhibit "A", the Mayor or City Manager may direct staff to issue such recognition award as specified in Exhibit "B". The request for recognition and a description of the disposition thereof shall then be forwarded to the City Council with the next City Manager's weekly memorandum.

If a request for recognition is not clearly consistent with any of the request categories described in Exhibit "A", the Mayor or City Manager shall direct the City Clerk's Department to place the request on the agenda of the next City Council meeting for discussion of approval.

The Mayor or City Manager shall not authorize the issuance of a recognition award of monetary value greater than that authorized in Exhibit "B" without obtaining approval by majority vote of the City Council.

Recognitions shall not be issued for religious observances or ethnic celebrations.

**COUNCIL POLICY NO. 26-95**  
**EXHIBIT "A"**

**GUIDELINES FOR RECOGNITION REQUESTS**

**TYPES OF RECOGNITION AWARDS:** (listed by monetary value, lowest to highest)

**Certificates and Proclamations:** Types of certificates issued include certificates of commendation, recognition, appreciation, accomplishment and election, and *in memoriam* certificates. Proclamations are prepared in much the same manner as certificates, but proclaim a specific date or event. Certificates and proclamations may be presented in certificate jackets or frames. Unless a frame is specified by this policy or by the approving authority (Mayor, City Manager or City Council), the certificate/proclamation will be presented in a jacket.

**City Lapel Pin:** City lapel pins depict the City logo and may be presented in addition to a certificate or proclamation.

**"Push Pin" Plaque:** Certificates or proclamations may be mounted on "push pin" plaques as an appropriate means of recognizing an event or accomplishment of special significance.

**City Tile Plaque:** Award of a City tile plaque is reserved for recognition of only the most significant achievements and events, such as a councilmember leaving office.

**REQUEST CATEGORIES:**

The Mayor or City Manager may approve requests for recognition which are clearly consistent with any of the request categories below. Recognition requests not consistent with the categories and/or recognition awards specified below must be approved by majority vote of the City Council.

**PERSONAL ACCOMPLISHMENTS:**

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 commendation.

Acts of Heroism: Commendations may be given to residents of Lawndale 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 certificate of commendation.

Girl Scout and Boy Scout Accomplishments: A certificate of commendation or proclamation may be prepared and mounted on a push pin plaque to recognize Lawndale residents who achieve the rank of Eagle Scout in the Boy Scouts or the Gold or Silver Award in the Girl Scouts. The award shall be presented at either a City Council meeting or Court of Honor, as

requested, at which time the scout shall also receive a City lapel pin. Scouts receiving other honors denoting significant scouting accomplishments, such as the Cub Scout Arrow of Light award, shall receive a certificate of commendation.

South Bay Regional Law Enforcement Explorer Academy: Certificates of recognition may be prepared to recognize graduates of the academy and presented at either the graduation ceremonies or a City Council meeting, as requested.

Rotary Club Deputy and Firefighter of the Year: A City tile plaque shall be prepared for recipients of the Rotary Club's annual Deputy of the Year and Firefighter of the Year awards and presented at a City Council meeting.

## **SIGNIFICANT EVENTS:**

Meeting Adjourned *In Memoriam*: A meeting may be dedicated to the memory of an individual at the time of adjournment by the Mayor. An *In Memoriam* certificate shall be prepared and mailed to the next of kin.

City Sponsored Community Events: Student participants in Youth in Government Day shall receive certificate of recognition during the event. Graduates of the Tiny Tot Program shall receive diplomas and designated undergraduates shall receive certificates of accomplishment at the graduation ceremony. All city volunteers shall receive certificates of appreciation at the Volunteer/Sponsor Banquet. Certificates of appreciation shall be presented to volunteer entertainers at the Memorial Day Breakfast.

Regional Events: Events of significance to the region, state or nation may be recognized by proclamation, and presented at a City Council meeting or mailed as requested.

Anniversaries: A City tile plaque may be prepared to commemorate an anniversary of 25 years or greater for a community service organization located in the city, a company doing business within the City or another public agency. The organization being honored shall be invited to send a representative to a City Council meeting to receive the award.

## **PUBLIC OFFICIALS**

Newly Elected City Officials: City elected officials shall receive a framed certificate of election upon taking the oath of office at a City Council meeting.

Outgoing Elected City and School Board Officials: Outgoing elected officials of the City, the Lawndale Elementary School District and the Centinela Valley Union High School District shall receive a City tile plaque commemorating their service to the City, at their final City Council or Board meeting.

Newly Appointed City Commissioners and Committee Members: Newly appointed commissioners and committee members shall be presented with a City lapel pin upon taking the oath of office.

Outgoing City Commissioners and Committee Members: Upon leaving office, commissioners and committee members who have completed less than two full terms of office shall be

presented with a certificate of commendation mounted on a push pin plaque at a City Council meeting. Commissioners and committee members who have completed at least two full terms of office will be presented with a City tile plaque at a Council meeting.

Municipal Election Officials: Election poll workers for municipal elections, including alternates, shall be presented with a certificate of appreciation in a certificate jacket at the City Council meeting during which the official results of the election are certified.

Outgoing California Contract Cities Association President: A city tile plaque shall be presented to the outgoing CCCA President at his/her final meeting as presiding officer. However, upon receipt of a written request by the outgoing president or the CCCA, a gift, with a maximum monetary value of \$50, may be presented in lieu of the plaque.

Distinguished Visitors: Visiting public agency officials or other distinguished visitors may be presented with a City tile plaque acknowledging their visit to the City of Lawndale. This plaque shall be presented, when possible, at a City Council meeting.

## **SPONSORSHIP**

Individuals or Organizations Donating \$500+ in a Single Year: The Director of Community Services shall have a City tile plaque or other plaque prepared at his/her discretion, as a token of the City's appreciation for such significant sponsorship by an individual or organization. This plaque shall be presented at the annual volunteer dinner.

**COUNCIL POLICY NO. 26-95  
EXHIBIT "B"**

**MATRIX OF RECOGNITION**

	TYPE OF RECOGNITION AWARD					SIGNED BY	WHERE/HOW PRESENTED
	Certificate	Proclamation	City Lapel Pin	Push Pin Plaque	City Tile Plaque		
<b>RECOGNITION CATEGORIES</b>							
<b>Personal Accomplishments</b>							
Athletic or Academic Accomplishments	Commendation					Council	Council meeting
Acts of Heroism	Commendation					Council	Council meeting
Girl/Boy Scout Accomplishments	Commendation or proclamation for significant achievements, e.g., Eagle, Gold/Silver, or Arrow of Light		Eagle or Gold/Silver Award only	Eagle or Gold/Silver Award only		Council	As requested
Explorer Academy Graduation	Recognition					Council	As requested
Rotary Club Deputy and Firefighter of the Year					Yes	Council	Council meeting
<b>Significant Events</b>							
Meeting Adjourned In Memoriam	In Memoriam					Mayor	Mailed to next of kin
Youth in Govt. Day	Recognition					Council	At event
Tiny Tot Graduates	Diploma						At event
Tiny Tot Undergrads	Accomplishment					Mayor	At event
City Volunteer Program Participants	Appreciation					Mayor	Volunteer/ sponsor banquet
Memorial Day Breakfast entertainers	Appreciation					Mayor	At event
Regional Events		Yes				Council	As requested
Anniversaries, 25+ years					Yes	N/A	Council meeting

	TYPE OF RECOGNITION AWARD					SIGNED BY	WHERE/HOW PRESENTED
	Certificate	Proclamation	City Lapel Pin	Push Pin Plaque	City Tile Plaque		
<b>RECOGNITION CATEGORIES</b>							
<b>Public Officials</b>							
Newly Elected City Officials	Election, framed					Election official	Upon taking oath of office
Outgoing Elected City and School Board Officials					Yes	N/A	Final meeting while in office
Newly Appointed Commissioners and Committee Members			Yes			N/A	Upon taking oath of office
Outgoing Commissioners and Committee Members, Service Less Than 2 Terms	Commendation			Yes		Council	Council meeting
Outgoing Commissioners and Committee Members, Service 2+ Terms					Yes	N/A	Council meeting
Municipal Election Officials	Appreciation					Council	Council meeting when results certified
Outgoing California Contract Cities Assn. President					Yes, or in lieu gift, as requested	N/A	Honoree's last meeting as presiding officer
Distinguished Visitors					Yes	N/A	Council meeting

<b>Sponsorship</b>							
Individuals or Organizations Donating \$500+ in a Single Year					Yes*	N/A	Volunteer recognition event

\*Other plaque may be prepared at the discretion of the Community Services Director