

CITY OF MOUNTAIN VIEW
RESOLUTION NO.
SERIES 2022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNTAIN VIEW
ADOPTING COUNCIL POLICY K-27,
RECOGNITION OF INDIVIDUALS, ORGANIZATIONS, AND/OR EVENTS

WHEREAS, the City Council desires to recognize noteworthy contributions, achievements, milestones, and events relevant to Mountain View residents; and

WHEREAS, the City Council desires to establish guidelines to facilitate the process by which requests for recognition are consistent with the overall priorities of the City Council; and

WHEREAS, the Policy outlines the criteria by which individuals, organizations, and/or events are deemed appropriate and relevant to the City of Mountain View;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain View that the City Council's recognition shall be governed by City Council Policy No. K-27, which is hereby adopted and is incorporated herein as Exhibit A. The City Clerk is hereby directed to file said Council Policy.

MM/4/RESO
430-10-25-22r

Exhibit: A. City Council Policy No. K-27

CITY COUNCIL POLICY

SUBJECT: RECOGNITION OF INDIVIDUALS, ORGANIZATIONS, AND/OR
EVENTS

NO.: K-27

PURPOSE:

This Policy is designed to establish consistent criteria and procedures for official Council recognition of individuals, organizations, community contributions, and/or events.

POLICY

It is the policy of the City to recognize noteworthy contributions and achievements of individuals and organizations through proclamations, certificates, and letters in accordance with the criteria contained in this Policy and at the discretion of the Mayor or the City Council, where noted. These forms of recognition are not intended for partisan, commercial, or narrow individual purposes as such purposes are inconsistent with the overall policies of the City Council.

All requests should be made by community members in the City of Mountain View, organizations or businesses physically located in Mountain View, or organizations whose primary mission is to provide some service to Mountain View residents. The Office of the Mayor reserves the right to decline or modify requests and make exceptions to any of the following guidelines.

1. **Proclamation**

Proclamations are used for various forms of recognition, including:

- a. Recognition of individuals or organizations with Mountain View-specific significance;
- b. To call public attention to a significant Mountain View community event;
- c. To highlight a special period of observance, celebration, or recognition for Mountain View or national occasions important to Mountain View; and
- d. Recognition of Mountain View residents on the occasion of their 100th birthday.

All requests for Proclamations should be directed to the Office of the Mayor for review. Proclamations will be issued at the discretion of the Mayor but may be requested by individual Councilmembers through the Mayor. Requests for proclamations that do not meet the criteria listed above will be considered on a case-by-case basis. A copy of each proclamation is maintained by the City Clerk's Office. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet the City's requirements,

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needs, or policy determinations. The City reserves the right to decline any request for a proclamation.

The Mayor shall determine whether a proclamation is appropriate to present at a Council meeting or other venue. If presented at a Council meeting, the Mayor and/or designee shall do so under the Presentation portion of the meeting.

2. **Certificate of Recognition**

A Certificate of Recognition is similar in appearance to a proclamation but is less formal. Certificates of Recognition are used to acknowledge individual or group achievement or contributions to the community, or to recognize a noteworthy event or occasion. Certificates of Recognition also are prepared for outgoing members of Council Advisory Bodies and for Mountain View residents on the occasion of their 90th and 95th birthdays. Certificates of Recognition on behalf of the entire Council do not require Council approval and are issued at the discretion of the Mayor. Certificates are typically signed by one individual: the Mayor or Councilmember presenting the certificate. The Mayor shall determine whether it is appropriate to present a Certificate of Recognition at a Council meeting or other venue.

At the discretion of the Mayor, Mayoral letters of commendation, appreciation, congratulation, recognition, support, or greeting may be prepared as an alternative to Certificates of Recognition. Such letters may be used for inclusion in community event programs, such as sports tournaments, service club or business organization events, and conferences held in the community. Letters shall be signed by the Mayor only.

Nothing in this Policy shall prohibit individual Councilmembers from preparing individual notes of appreciation or congratulations to others. In this case, however, no staff support shall be provided, and no presentation shall be made at a Council meeting.

PROCEDURE:

1. The number of recognitions (proclamations and Certificates of Recognition combined) to be issued at each City Council meeting should be limited to two unless otherwise approved by the Mayor.
2. Requests for proclamations or Certificates of Recognition shall be submitted to the Mayor for approval no less than 30 days prior to the City Council meeting or event. Exceptions to

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the deadline may be granted, provided that sufficient time is permitted to prepare the item before the meeting.

3. Requests must be made to the City Clerk's Office in writing via email, hand-delivery, or U.S. mail (or via [formstack](#)).
4. The following information should be included in each request:
 - Contact person's first and last name, phone number, and email address.
 - A brief summary of the event or organization.
 - Specific name and date for the day, week, or month or event to be proclaimed.
 - Indicate whether the requester would like the proclamation to be presented at a Council meeting and date preferred.
 - Indicate the date by which the proclamation is needed.
 - Provide draft text of the proclamation, including four to five recitals (i.e., "whereas" clauses).
 - If the proclamation will not be presented at a City Council meeting, provide a mailing address where the final proclamation may be sent or indicate that the proclamation will be picked up, including the receiver's name and title.
 - Proclamations must fit on a single 8.5"x11" page and be in 11-point or 12-point font, with room remaining for the Mayor's signature.

Revised: _____, Resolution No. _____

Effective Date: _____, Resolution No. _____

CNLPOL
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