



City of North Port

City Commission Policy – Ceremonial Items

Policy No: 2020-02

Resolution No: 2020-R-03

Approval Date: February 25, 2020

I. DEFINITIONS

- A. Certificates of Recognition, Appreciation, and/or Achievement (“Certificates”): An honorary document issued by the City Commission that may be used to honor special events or individuals.
- B. Key to the City: An honor bestowed by the City Commission upon distinguished persons and honored guests of the City of North Port, symbolizing outstanding civic contributions of the recipient.
- C. Proclamation: An official public announcement or declaration to formally recognize and/or draw awareness to an issue that impacts the City of North Port during a specific time frame.

II. STATEMENT OF POLICY

- A. The City wishes to provide an avenue that will encourage public awareness and provide recognition for events and activities that are significant to the City of North Port.
- B. This policy provides directives regarding criteria, request submissions and processing, and standards for the issuance of ceremonial items.

III. POLICY AND PROCEDURE

- A. Criteria.
 - 1. Certificates. These may include but are not limited to significant birthdays, anniversaries, retirements, professional celebrations, award recipients, and to celebrate achievements and recognize individuals or organizations for their accomplishments.
 - 2. Key to the City. A Key to the City is the City’s most prestigious award and may be given to honor a North Port resident with significant accomplishments in military service, a person who performed an act of heroism while in the City limits, or a dignitary or celebrity visiting the City.
 - 3. Proclamation. These may include but are not limited to recognizing citizens of the City of North Port, organizations’ occasions of importance and significance to the City; dates that are noteworthy or historically significant, and special events. Proclamations will not be offered for matters of political controversy; ideological or religious beliefs or individual convictions; or campaigns or events contrary to City policies or espousing hatred, violence, or racism. Proclamations are strictly honorary, are issued as a courtesy, are not legally binding, and do not constitute an endorsement by the City of North Port.

- B. Requests. City Commissioners, City staff, individuals, and organizations seeking a Proclamation, Certificate, or Key to the City shall submit their request in writing to the City Clerk. Standing requests or rolling requests will not be accepted.

Requestors may use the City's Proclamation, Certificate and Key to the City Request Form ("Form") available on the City's website at cityofnorthport.com. Requests may also be submitted via email at cityclerk@cityofnorthport.com, or in writing addressed to the City Clerk's Office at 4970 City Hall Boulevard, North Port, Florida 34286.

Requests not utilizing the Form must include the following information:

1. The contact person's first and last name, address, telephone number, and email address (if available);
 2. The name of the person or the date and name of the event to be proclaimed or recognized;
 3. A brief summary and/or background of the event, organization, or person;
 4. Draft text for the proclamation including four (4) to six (6) introductory "whereas" clauses;
 5. Date to be presented and/or when needed; and
 6. An indication of whether the Proclamation, Certificate, or Key to the City is to be mailed, picked up, or if the requestor wishes to have this presented at a City Commission meeting.
- C. Approval.
1. Certificates. Upon receipt of a complete, qualifying request for a Certificate, the City Clerk will process the Certificate for signature of all City Commissioners.
 2. Key to the City. The City Commission will consider a complete, qualifying request for a Key to the City during a public meeting.
 3. Proclamation. Upon receipt of a complete, qualifying request for a proclamation, the City Clerk will process the proclamation for signature of all City Commissioners.
- D. Issuance. Upon City Commission's approval of a Proclamation, Certificate, or Key to the City, the City Commissioners and City Manager shall be invited to attend the event at which the item is to be awarded if other than at a scheduled City Commission meeting.