



## City of North Port

City Commission Policy – Ceremonial Items

Policy No: 2020-02

Amended: October 27, 2020

Resolution No: 2020-R-37

Approval Date: October 27, 2020

### I. 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.

### II. DEFINITIONS

- A. Certificate of Recognition, Appreciation, and/or Achievement (“Certificate”): An honorary document issued by the City Commission that may be used to honor special events or individuals.
- B. Challenge Coin: A small coin or medallion bearing the City’s seal on one side and a statement and/or symbol of the coin’s purpose on the other side, presented to individuals in recognition of a special event or achievement.
- C. 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.
- D. Proclamation: An official public announcement or declaration to formally recognize and/or draw awareness to an organization, business, issue, event or individual that impacts or has had an impact on the City of North Port during a specific time frame.

### III. POLICY AND PROCEDURE FOR CERTIFICATES, KEYS TO THE CITY, AND PROCLAMATIONS

#### A. Criteria.

- 1. Certificates. Certificates may recognize, but are not limited to the following: significant birthdays, anniversaries, retirements, professional celebrations, award recipients, achievements, and 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 for reasons including but not limited to honoring a North Port resident with significant accomplishments in military service, a person who performed an act of heroism while in the City limits, a person or organization who has contributed significantly to the City through cultural, historic, educational, community service, humanitarian, financial, or business efforts, or a dignitary or celebrity visiting the City.

3. Proclamation. Proclamations may recognize, but are not limited to the following: achievements of the 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 certificate, key to the City, or proclamation must submit a written request to the City Clerk. Standing requests or rolling requests will not be accepted.

Requestors may use the City's Certificate, Key to the City, and Proclamation Request Form ("Form") available on the City's website at [cityofnorthport.com](http://cityofnorthport.com). Requests may also be submitted via email at [cityclerk@cityofnorthport.com](mailto: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, mailing 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. For a proclamation, draft text 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 certificate, key to the City, or proclamation is to be mailed, picked up, or if the requestor wishes to have it presented at a City Commission meeting.
- C. Process.
1. Certificates. Upon receipt of a complete, qualifying request for a certificate, the City Clerk will process the certificate for signature by all City Commissioners.
  2. Key to the City. The City Commission will consider a complete, qualifying requests for a key to the City twice per year during a scheduled City Commission public meeting in the months of May and November for presentation in June and December. A key to the City may only be issued upon a majority vote of the City Commission.
  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 complete processing of a proclamation, certificate, or key to the City, the City Commissioners and City Manager will be invited to attend the event at which the item is to be awarded if other than at a scheduled City Commission meeting.

1. Key to the City. Keys to the City will be issued twice per year during a scheduled City Commission meeting in the months of June and December.

#### **IV. POLICY AND PROCEDURE FOR CHALLENGE COINS**

- A. Production and Allocation. At least two different challenge coins will be produced each fiscal year for which challenge coins are included in the Commission's budget. Each City Commissioner will be allotted 50 challenge coins of each design, for a total of 100 coins per fiscal year. Unless reelected, a Commissioner's unissued coins must be returned to the City Clerk at the end of the Commissioner's term in office.
- B. Issuance. Challenge coins may be presented at the discretion of the individual Commissioner.