

CITY OF APPLETON MAYORAL POLICY	TITLE: PROCLAMATIONS, COMMENDATIONS, AND CERTIFICATES OF RECOGNITION	
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I. PURPOSE

This policy identifies the authority, criteria, and procedure for the recognition of individuals, groups, organizations, businesses, special periods of observances, special occasions, or the recommendation of community action through the issuance of proclamations, commendations, or certificates of recognition. It is intended to serve as a guiding document when evaluating various recognition requests. Nothing in this policy shall be construed or interpreted in a manner to create an obligation or duty of the Office of the Mayor or in any way diminish the discretion afforded to that office. All proclamations, commendations, and certificates of recognition are ceremonial documents.

II. POLICY

The Office of the Mayor is responsible for preparing and issuing proclamations, commendations, and certificates of recognition.

Proclamations

Proclamations may be issued to honor or highlight a special period of observance (days, weeks, months), civic celebrations, recognitions of a community, regional, state, or national occasion, or to recommend community actions. Proclamations are made at the sole discretion of the Mayor in accordance with the following criteria:

1. The primary purpose of a proclamation is to give special recognition to issues, actions, and/or programs of significance to the residents of the City of Appleton.
2. Proclamations are issued to honor special periods of observance, civic celebrations, community, regional, state, or national occasions that cover issues of widespread community interest. Citizens may request or petition to have a proclamation issued, the Common Council may request one, or one may be issued at the Mayor's discretion.
3. Only proclamations dealing with issues that have a connection to the City of Appleton will be considered.
4. Observances are occasionally represented by a particular color to highlight the recognition with colored lights.

Commendations

Commendations may be issued to individuals, City employees, groups, organizations, or businesses for distinguished acts of service, heroism, or major achievements in, or for the people of, Appleton. Commendations are made at the sole discretion of the Mayor in accordance with the following criteria:

1. The qualifying acts or achievements must have a connection to the City of Appleton, though they are not required to have occurred within the city limits.
2. Commendations may be requested; requestors must provide documentation of the act(s) for which they are requesting a commendation.

Certificates of Recognition

Certificates of recognition may be issued to individuals, groups, organizations, or businesses with a connection to the City of Appleton for individual or group achievement, exceptional contributions to the Appleton community, milestones, or commemorative events or occasions. Certificates of recognition are issued at the sole discretion of the Mayor in accordance with the following criteria:

1. Certificates of recognition are used to acknowledge individual or group achievement, contributions to the community, or to recognize a commemorative event or occasion such as:
 - a. Individuals, community groups, or organizations whose volunteer efforts and/or philanthropic works have benefited the Appleton community;
 - b. Appleton students (public & private) for academic achievement at the local, regional, or national level;
 - c. Achievement of terminal degrees or special ranks/designations (Eagle Scout, Gold Award);
 - d. Individuals, community groups, or organizations for winning competitions;
 - e. Local organizations or businesses for commemorative events or occasions in Appleton such as ribbon cuttings or grand openings;
 - f. Wedding anniversaries of 50 or more years; or
 - g. Recognition of Appleton residents on the occasion of their 100th birthday.

III. PROCEDURE

Proclamations

1. Proclamation requests should be addressed to the Office of the Mayor and submitted at least 10 business days prior to the beginning of the requested proclaimed time period of observance. Requests may be mailed, emailed, made via webform, or hand delivered. Proclamation requests should include either a sample proclamation or enough information to support drafting.
2. Proclamation requests should include:
 - a. Information and examples of how the request meets this policy's criteria;
 - b. Background or historical information on the topic;
 - c. Information on the impact of the subject on the residents of the City of Appleton; and
 - d. Any other pertinent information to the request that might assist the Mayor in deciding whether to issue the requested proclamation.
3. All proclamations require approval of the Mayor. Previously approved proclamations may be considered routine and require less time for processing.
4. If the request meets the criteria and is approved, the Executive Assistant to the Mayor will prepare the document for signature.
5. Proclamations may be presented on-location in the community or at a meeting of the Common Council. In either case, the requestor will be able to pick up the completed proclamation at the presentation, at Appleton City Hall, or may request that the proclamation be mailed.
6. Proclamations will be listed on the meeting agenda of the Common Council at the meeting following its issuance.

Approval of any requests for changes to the color of the lights in Houdini Plaza and/or Jones Park will also be at the sole discretion of the Mayor.

Commendations

1. Commendations are primarily issued by the Mayor without having been requested.
2. Commendation requests should be addressed to the Office of the Mayor. Requests may be mailed, emailed, made via webform, or hand delivered. Commendation requests should include documentation of the qualifying event.
3. Commendation requests should include:
 - a. Information and examples of how the request meets this policy's criteria;
 - b. Background or historical information on the topic;
 - c. Information on the impact of the subject on the residents of the City of Appleton; and
 - d. Any other pertinent information to the request that might assist the Mayor in deciding whether to issue the requested commendation.
4. If the request meets the criteria and is approved, the Executive Assistant to the Mayor will prepare the document for signature.
5. Commendations may be presented on-location in the community or at a meeting of the Common Council. In either case, the honoree will be able to pick up the completed proclamation at the presentation, at Appleton City Hall, or may request that the proclamation be mailed.
6. Commendations will be listed on the meeting agenda of the Common Council at the meeting following its issuance.

Certificates of Recognition

1. Recognition requests should be addressed to the Office of the Mayor at least 10 business days prior to the date of the requested recognition. Requests may be mailed, emailed, made via webform, or hand delivered.
2. Recognition requests should include:
 - a. Information and examples of how the request meets this policy's criteria;
 - b. Background or historical information on the topic;
 - c. Information on the impact of the subject on the residents of the City of Appleton; and
 - d. Any other pertinent information to the request that might assist the Mayor in deciding whether to issue the requested recognition.
3. If the request meets the criteria and is approved, the Executive Assistant to the Mayor will prepare the document for signature.
4. Recognitions may be presented on-location in the community or at a meeting of the Common Council. In either case, the honoree will be able to pick up the completed proclamation at the presentation, at Appleton City Hall, or may request that the proclamation be mailed.

IV. SUBSEQUENT AMENDMENTS OR APPEAL

The Office of the Mayor shall retain the exclusive authority to amend or rescind this policy, at any time and without notice, as deemed necessary by said office.