



## CITY COMMISSION POLICY MANUAL

### Ceremonial Recognition Policy

**Department:**  
Mayor's Office

**Date Adopted:**  
August 19, 1992

**Last Revised Date:**  
June 8, 2022

#### **114.01 AUTHORITY:**

City Commission

#### **114.02 SCOPE AND APPLICABILITY:**

This policy applies to all ceremonial proclamations, key to the city, plaques, certificates of appreciation and other forms of recognition issued by the City of Tallahassee.

#### **114.03 POLICY STATEMENT:**

This policy is intended to establish guidelines for the issuance of formal recognition in support of a particular event, program or cause, or recognition of a particular individual.

#### **114.04 PROCLAMATION, PLAQUES, OR CERTIFICATES OF APPRECIATION:**

The city will consider a request for a proclamation, plaque or certificate of appreciation from any group or individual, as long as the request has some type of local appeal and promotes positive quality of life activities taking place in the City of Tallahassee. The general criteria for the issuance of these types of recognition are:

1. issues with widespread community interest or concern, with a primary emphasis on requests in support of the City Commission's target issues
2. recognition of significant local group or individual accomplishments
3. individual accomplishments focusing on positive, family-related issues in the community that add to the overall quality of life in Tallahassee or otherwise promote the institution of families in our community.

#### **114.05 KEYS TO THE CITY:**

Keys to the City of Tallahassee will be issued to individuals upon approval by the Mayor. Keys to the City may be awarded to deserving citizens, organizations, businesses, or collaboratives that have had a tremendous individual or collective impact on the City of Tallahassee.

#### **114.06 PROCEDURES:**

**Receiving Requests:** The Mayor's Office coordinates these functions. All inquiries shall be directed to the Mayor's Office, which maintains responsibility for the program. The Mayor's Office will receive information from the requesting individual or group, and then forward to the Mayor for approval.

**Process for Issuance of Proclamations at City Commission Meetings:** Proclamations will be issued during the “Presentations” portion of City Commission meetings, at the beginning of the meeting following any discussion of agenda modifications. They are normally issued at first regular meeting of the month beginning at 3:00 p.m. Proclamations will be presented at City Commission meetings only if they support the Commission’s priorities, recognize significant local accomplishments, or recognize individual accomplishments focusing on positive, family-related issues.

**Process for Issuance of Proclamations Other than at City Commission Meetings:** Proclamations other than those issued at City Commission meetings may still be presented at the request of individuals or organizations. The prepared proclamation will either be made available to pick up at the City Commission office or be presented by a City Commissioner or city official if requested, pending the ability of Commissioners or other city officials to honor such requests. The Mayor’s Office will coordinate the presentation of these proclamations.

**Process for Issuance of Keys to the City:** Keys to the City should be issued by the Mayor or his/her designee. All requests for the issuance of keys to the city should be forwarded to the Mayor’s Office.

**Other Types of Presentations:** The city will also on occasion issue other types of formal recognition, including certificates of appreciation and plaques at special events as determined by the issuing official. The Mayor’s Office will also be responsible for the coordination of these events

**114.07 ADMINISTRATION:**

The Mayor’s Office maintains responsibility for the administration of this policy

**114.08 SUNSET REVIEW:**

This policy is subject to sunset review by the City Commission no later than five (5) years from the date of adoption. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

**114.09 EFFECTIVE DATE:**

This policy shall become effective on August 20, 1992

**REVISIONS DATES:**

May 11, 1994

September 27, 1995

August 20, 1997

November 9, 2016

June 8, 2022