

## Visalia City Council Ceremonial Document Policy

The Visalia City Council welcomes the opportunity to recognize local individuals and organizations that have distinguished themselves and brought pride to the community. Completed forms for Proclamations, Resolutions of Commendation and Certificates of Recognition that are received by the City Clerk's Office at least 30 days in advance of the presentation will be considered and if deemed in keeping with the City Council's policy, will be issued and a presentation scheduled. Requests received less than 30 days prior to presentation will be considered as time permits but may not be able to be accommodated.

The City of Visalia reserves the right to make the determination about whether a request meets the City's policy for recognition, and to determine the type of document to be issued. Fully completed forms play a key role in making the determination. If enough information is not provided in a timely manner to make a determination and prepare the appropriate document, the request may be declined. Staff will make the initial review, and if it's determined that a completed form being requested within the timeline for a local purpose does not meet policy, and it is a local request, it may be confirmed with the Mayor and Vice Mayor prior to being issued or declined.

Recognition documents may be presented at a mutually agreeable time and place, or at a City Council meeting. Staff will work with the recipients to determine what works best for them, in conjunction with the City Council's schedules to determine when and how the document will be presented.

All three forms of documents are signed by all five Council Members. For timeliness and convenience, the electronic signatures of each are often used on the documents.

Recognition Documents are generally reserved to recognize the following:

1. Local individuals or groups that have achieved a significant accomplishment or achievement, or have had a long-term impact on the community.
2. Local events that are unique to Visalia or the immediate surrounding area.
3. Individuals, groups or events that have not been recognized in the last three years.
4. Participants/teams that are successful at a state, western state, national or world level.
5. Visalians who are celebrating life events such as anniversaries celebrating 50 years or more, birthdays of 100 years or more, etc.
6. Local businesses that have been conducting business in Visalia for more than 50 years, and/or garner a significant state or national recognition. (Sales/operational goal awards do not constitute significant state or national recognition.)

Requests that are generic in nature and/or are not local to Visalia, and requests that are commercial, political, overtly religious or expound a particular point of view are not qualified, or if appropriate, will be modified to meet the policy. In the case of nationally or state recognized events or activities, recognition may be provided if there is a significant and specific local event or activity that can be the focus of the Council's document.

**Resolution/Proclamation Request**  
**PLEASE REFER TO THE POLICY PRIOR TO SUBMITTING**

Local Person/Local organization to be honored: \_\_\_\_\_

Reason/event: \_\_\_\_\_ Date resolution/proclamation needed: \_\_\_\_\_

Person submitting request: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Please provide appropriate local history on the person/organization to be honored:

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Please provide at least 5-8 significant facts that focus on the local event, organization, or person that may be included in the document. It may not be possible to include every fact, but it is helpful to have as much information as possible.

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What is the single most important fact that you believe should be included?

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Is there a Council Member that you would like to request make this presentation? (Requests will be accommodated as schedules permit.)

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Would you prefer to have this presented at a Council meeting or an event? \_\_\_\_\_

Date of Council Meeting to be presented, if applicable: \_\_\_\_\_  
(Council meets 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month)

If at an event, please provide the date, location, time, contact person and contact phone number:

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*Completed requests for proclamations and resolutions need to be submitted at least 30 days in advance of the presentation date. Applications can be submitted to the City Clerk's Office, 220 N. Santa Fe St., Visalia, CA 93292; or faxed to (559) 713-4800. Questions can be directed to the Chief Deputy City Clerk, (559) 713-4512.*