

RESOLUTION No. 09 – 22

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA AMENDING THE CITY OF DORAL PROCLAMATION AND CERTIFICATE POLICY AND PROCEDURE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, from time to time, there are groups, organizations and individuals worthy of recognition for significant accomplishments; and

WHEREAS, municipal governments have traditionally recognized such significant accomplishments with the issuance of proclamations and certificates; and

WHEREAS, Section 2.02 (v) of the City of Doral recognizes the Mayor as the head of City government for all ceremonial purposes.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DORAL AS FOLLOWS:

Section 1. The City Council of the City of Doral Florida hereby amends the City of Doral Proclamation and Certificate Policy and Procedure (Exhibit "A").

Section 2. The Mayor is hereby authorized to present Proclamations and/or Certificates on behalf of the City of Doral recognizing groups, organizations or individuals for significant accomplishments.

Section 3. The City Clerk shall provide notice to the City Council of all Proclamations and/or Certificates issued by the Mayor.

Section 4. The City Council, by majority vote, may rescind Proclamations and/or Certificates issued by the Mayor at its next regularly scheduled meeting following the presentation of the Proclamation and/or Certificate.

Section 5. This Resolution shall take effect immediately upon adoption.

The foregoing resolution was offered by Councilwoman Ruiz who moved its adoption. The motion was seconded by Councilman Van Name and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Michael DiPietro	Yes
Councilman Pete Cabrera	Absent
Councilwoman Sandra Ruiz	Yes
Councilman Robert Van Name	Yes

PASSED and ADOPTED this 11th day of February, 2009.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



BARBARA HERRERA, CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



JOHN HEARN, ESQ., CITY ATTORNEY

EXHIBIT “A”



CITY OF DORAL

PROCLAMATION AND CERTIFICATE

POLICY AND PROCEDURE

OFFICE OF THE CITY CLERK

Page 1 of 2

PROCLAMATIONS

Proclamations are ceremonial documents issued by the Mayor that recognize, celebrate, and honor extraordinary achievements. They may include but are not limited to the citizens of the City of Doral; residents of Miami-Dade County, certain organizations' occasions of importance and significance; days that are noteworthy or historically significant; and special events. Proclamations are not automatically renewed and are limited to one (1) recipient per event, per calendar year.

Proclamations will not be issued for matters of political controversy; ideological or religious beliefs or individual conviction; and campaigns or events contrary to City policies, espousing hatred, violence, or racism. Proclamations are strictly honorary and they are issued as a courtesy. In addition, they are not legally binding and do not constitute an endorsement by the City of Doral.

CERTIFICATES OF RECOGNITION AND/OR ACHIEVEMENT

Certificates of Recognition and/or Achievement, which are inclusive of any other similar type of recognition, are honorary documents issued by the Mayor that may be used to honor special events or individuals. These may include but are not limited to conferences; conventions; seminars; professional celebrations; retirements; family reunions; community celebrations; award ceremonies; college graduations; significant birthdays; anniversaries and other achievements. Certificates of Recognition and/or Achievement are not automatically renewed and are limited to one (1) recipient per event, per calendar year.

POLICY AND PROCEDURE

City Councilmembers, individuals and organizations seeking a Proclamation or Certificate shall submit their request in writing to the City of Doral Office of the City Clerk. Requestors may use the City's Proclamation and Certificate Request Form or a letter to submit their request at least one (1) week in advance of the date needed. The Proclamation and Certificate Request Form is available on the City's website at www.cityofdoral.com and at the Office of the City Clerk via telephone at (305)593-6730 or via e-mail at cityclerk@cityofdoral.com.



CITY OF DORAL PROCLAMATION AND CERTIFICATE POLICY AND PROCEDURE OFFICE OF THE CITY CLERK Page 2 of 2

Request letters must include the following information:

- Contact person's first and last name, address, telephone number, and e-mail address (if available).
- The name and date of the day, week, month or event to be proclaimed or recognized.
- A brief summary and/or background of the event, organization, or person.
- Draft text for the proclamation including 4 – 6 "whereas" clauses.
- Date to be presented and/or when needed.
- An indication of whether the Proclamation or Certificate is to be mailed, picked-up, or if the requestor wishes to have this presented at a Council Meeting.

Note: Submission of a request for a Proclamation or Certificate does not guarantee issuance.



CITY OF DORAL PROCLAMATION AND CERTIFICATE REQUEST FORM OFFICE OF THE CITY CLERK

Request for: Proclamation _____ Certificate _____ (check one)

Date of Request: _____

Name of Requestor: _____

Organization: _____

Address: _____

Phone / E-Mail: _____

Name of Individual / Organization to be honored:

Title for Proclamation or Certificate:

Date of Recognition: _____

Reason for Recognition (Please attach 4 – 6 “whereas clauses” as draft text for a Proclamation):

Document is to be (check one):
picked up _____ mailed to above address _____
presented at a Council Meeting in _____ (month / year)

Administrative Use Only

Proclamation _____ Certificate _____

Approved: Yes _____ No _____ If no, state reason: _____

Date Submitted for Mayor's Signature: _____

Date Issued: _____

Completed by: _____

City Clerk's Date Stamp