

EXHIBIT A

RESOLUTION NO. 2024-08: A RESOLUTION ADOPTING A PROCLAMATION POLICY FOR REQUESTING

CEREMONIAL DOCUMENTS REQUESTS

The City of Belle Isle considers a request for a proclamation, letter or certificate of appreciation, or resolution of appreciation or commendation from any group or individual as long as the request is significant to the City and its adopted goals and policies and/or promotes activities taking place in the City of Belle Isle. Examples of ceremonial documents are as follows:

Letters From the Mayor

Information required: Requestors should indicate the title or nature of the event, the specific date, a brief history of the organization or a biographical outline of the person, and any other pertinent information, including an address for the letter.

Letters of Welcome for:

- New businesses
- Conferences, conventions or seminars
- Sporting events
- New residents
- Dignitaries
- Prominent individuals

Letters of Congratulations or Celebration for:

- Professional or community celebrations
- Special events sponsored by community partners
- Significant birthdays or marriage anniversaries

Letters of Appreciation for:

- Monetary donations, In-kind contributions
- Cultural contributions, Volunteer Efforts

Mayoral Proclamations

Ceremonial proclamations are often requested of the City to recognize an event or individual. Proclamations are not statements of policy but a manner in which the City can make special recognition of an event (e.g., Red Ribbon Week). As part of his/her ceremonial responsibilities, the Mayor is charged with administering and issuing proclamations. Individual Councilmembers do not issue proclamations. Information required: A brief

history of the organization or a description of the purpose, goals, motto, or theme of the event is required to complete the proclamation. If funds are to be raised, who will benefit from the event, and what will occur during the celebration, including dates/times?

Proclamations for:

- Celebration of Civic and City residents
- Resident Birthday milestones (i.e. Centenary)
- Organizations contributing to the economic development of the City
- Issues with widespread community interest (with a primary emphasis on requests in support of the stated goals and policies of the City Council)
- Significant community-based events
- Significant anniversaries of City of Belle Isle-based institutions, corporations, community partners, and non-profit organizations
- Fundraisers benefiting the citizens of Belle Isle
- Mayor's discretion based on merit

Resolutions of the City Council

Information required: A summary of the achievement or an overview of the years of service or specific contribution to the community, for donations, contributions, or volunteer efforts, the name of the specific event or project, the amount raised or donated, and the number of volunteer hours, including the names of individuals or groups participating in the event.

Resolutions of Appreciation for:

- Monetary donations, In-kind contributions
- Cultural contributions, Volunteer Efforts

Resolutions of Commendation for:

- Heroism
- **Highest Scout achievement**
- School or sports group achievements
- Non-profit corporations
- Retirements
- Individuals or groups who have made significant contributions to the community
- Long-term employees (10 years or more) separating service who have made significant contributions during their employment with the City of Belle Isle.

REQUEST & APPROVAL OF CEREMONIAL DOCUMENT

How to Request a Ceremonial Document

Submit a written request for the Mayor's attention on the standard application. The request will be administered by the City Manager's Office and the City Clerk's Department and approved by the Mayor. Submitting a draft of the desired document will often expedite the process. You may submit your request via email, fax, or mail to the City Clerk's Office.

About the Approval Process

All requests will undergo an internal review and approval process. The Office of the City Manager will review resolution requests and place them on the City Council agenda. If approved, the City Clerk will prepare them for the signatures.

The Mayor and the City Manager's Office reserve the right to determine the type of document to be issued based on the information provided by the requesting individual and/or organization. In some instances, the request to be placed on an agenda will be denied. When this happens, the requesting party is notified. It is advised that they can make the request before the City Council under the Citizens Comments portion of the agenda.

Ceremonial Documents Request Form

- Type of request: Letter from the Mayor, Mayoral Proclamation or Resolution

Please provide a brief history of the organization or a biographical outline of the person and any other pertinent information, including an address for the letter.

- Title or nature of event
- Date of event:
- Requesting party:
- Name of organization:
- Contact:
- Address, City, State:
- Phone:
- Email address:
- I would like to receive my ceremonial documents: Select,
 - Mail it to me
 - Call for pick-up
 - If a resolution is presented at the city council meeting

The City of Belle Isle will consider a request for a proclamation, letter or certificate of appreciation, or resolution of appreciation or commendation from any group or individual if the request has a significant connection to the City and its adopted goals and policies and/or promotes activities taking place in the City of Belle Isle. All requests go through an internal review process. Submitting a draft or background information will expedite the process. Documents will remain with the City Clerk's department for thirty (30) days. After thirty (30) days, the document will be destroyed.