



City of Cooper City City Policies and Procedures

SUBJECT	City Commission Proclamation Policy
POLICY #	09-008
Commission Approval Date	

I. Purpose and Intent

This policy establishes the requirements and procedures governing the issuance of proclamations by the Mayor and City Commission on behalf of the City of Cooper City. It ensures that proclamations relate to Cooper City and are issued through a fair, consistent, and transparent process, including a rotation system for assigning responsibility when a specific elected official does not sponsor a proclamation.

The policy is intended to supplement the proclamation provisions of the City Commission's administrative procedures resolution, which provides for the adoption of additional procedures concerning the issuance of proclamations.

II. Cooper City Connection Requirement

- 1) All proclamations issued by or on behalf of the City must have some nexus or relationship to the City of Cooper City – its residents, organizations, businesses, events, or community interests.
- 2) The City Clerk shall not issue a proclamation that does not satisfy this requirement.
- 3) City Staff shall review each proclamation request and provide the sponsoring elected official, or the Commission as applicable, with sufficient context to confirm that the requirement is met prior to issuance.

III. Sponsoring of Proclamation

- 1) The Mayor or any individual Commission Member may authorize the City Clerk to issue City proclamations without the necessity of Commission action.
- 2) Any member of the City Commission may object to the City's issuance of a proclamation and request that the proclamation be subject to a vote of the City Commission prior to the proclamation's issuance.
- 3) No proclamation shall be added to a City Commission agenda without approval from a member of the City Commission. When the City receives a request for a proclamation from a resident, organization, or business in the community, the Mayor shall first be allowed to approve the proclamation. Before publication of the City Commission agenda, the City Commission shall be advised of all proclamations, if any, approved and rejected by the Mayor. In the event that the Mayor rejects a requested proclamation, other members of the City Commission shall be allowed to approve the proclamation for placement on the agenda. Subject to approval by the Mayor or a member of the City Commission, proclamations requested by residents, organizations, or

businesses within the community shall be presented by members of the City Commission on a rotating basis. If no member of the commission chooses to approve the proclamation, the proclamation shall not be added to a commission agenda.

IV. Agenda Notice Timeframe

Notice of a proclamation sponsored by the Mayor or a Commissioner shall be submitted to the City Clerk and placed on the agenda in accordance with the same timeline and procedure applicable to any other agenda item sponsored by the Mayor or a Commissioner.

V. Resolutions Not Sponsored by a Member of the City Commission

- 1) Establishment. When a proclamation request is received and is not sponsored by a specific elected official, responsibility for sponsoring and presenting the proclamation shall be assigned on a rotating basis among the five elected officials (the Mayor and four Commissioners).
- 2) Administration. The City Clerk shall maintain the official rotation order and a log of assignments, and shall assign each non-sponsored proclamation to the elected official next in the rotation, provided the proclamation satisfies the Cooper City nexus requirement in Section 2.
- 3) Sponsoring Counts as Rotation Turn. When an elected official sponsors a proclamation under Section 3, that sponsorship shall count as that official's turn in the rotation, and the official shall move to the end of the rotation order accordingly. The intent is to ensure that no member of the City Commission both sponsors proclamations at will and receives additional rotation assignments ahead of his/her colleagues.
- 4) Purpose of Rotation. The rotation system is intended to ensure that all five (5) elected officials share roughly equal responsibility for presenting proclamations over time.

VI. Administrative Procedures – Retained

The following provisions of the City's prior proclamations policy remain in full force and effect:

- 1) Proclamations are strictly honorary and not legally binding; they are issued as a public service to honor individuals, organizations, and events of community interest.
- 2) Proclamations may not be used for political purposes or to take positions on policy matters.
- 3) Any Commission member may object to a proclamation and require that it be placed on the agenda for a vote of the full Commission before issuance.

VII. Administration

The City Clerk is responsible for administering this policy, including maintaining the rotation log, verifying the Cooper City nexus requirement in coordination with staff, and applying the standardized agenda notice timeline.

Questions regarding the application of this policy should be directed to the Office of the City Clerk.