



CITY COMMISSION ORDINANCE/RESOLUTION

TITLE: Resolution 26-39 (Commission)

DATE: August 11, 2026

DESCRIPTION: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA, PURSUANT TO SECTION 4.01 OF THE CITY CHARTER, APPROVING A CITY COMMISSION PROCLAMATION POLICY (POLICY #09-008), ATTACHED HERETO AS EXHIBIT "A," RELATED TO THE ISSUANCE OF PROCLAMATIONS BY THE CITY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. – **Commissioner Katzman**

RECOMMENDATION:

Motion to approve Resolution No. 26-39, adopting the City Commission Proclamation Policy (Policy No. 09-008), which governs the sponsorship, review, presentation, and issuance of proclamations by the City.

BACKGROUND OF ITEM:

The City Commission's administrative procedures provide for the adoption of additional procedures governing City proclamations. Proclamations are honorary recognitions issued as a public service to acknowledge individuals, organizations, events, and matters of community interest.

The proposed policy establishes a consistent, transparent process for proclamation requests. It requires each proclamation to have a nexus to Cooper City, including its residents, organizations, businesses, events, or community interests. The policy also confirms that proclamations may not be used for political purposes or to take positions on policy matters.

POLICY PROVISIONS:

- Permits the Mayor or an individual Commissioner to authorize the City Clerk to issue a proclamation without prior action by the full Commission.
- Allows any Commission member to object and require consideration by the full City Commission before issuance.
- Requires the Mayor to be given the opportunity to approve a community proclamation request and requires the Commission to be advised, before agenda publication, of requests approved or rejected by the Mayor.
- Allows another Commission member to approve a request rejected by the Mayor for placement on the agenda.

- Requires sponsored proclamations to follow the standard deadline and procedure for Commission-sponsored agenda items.
- Establishes a rotation among the Mayor and Commissioners for eligible requests that do not have an identified sponsor.
- Provides for approved community proclamations to be presented by the Mayor and Commissioners on a rotating basis.
- Directs the City Clerk to maintain the rotation order and assignment log and to administer the policy.

ATTACHMENTS:

1. Resolution 26-39
2. Exhibit "A" – City Commission Proclamation Policy (Policy No. 09-008)