

RESOLUTION NO. 2022-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY ADOPTING  
A PROCLAMATIONS AND CERTIFICATES POLICY

CITY OF FOSTER CITY

WHEREAS, Proclamations and Certificates are ceremonial documents issued in appreciation or recognition of individuals, organizations, or events that have an association with the City of Foster City; and

WHEREAS, these documents are strictly honorary and do not carry any legislative or legal value, nor do they constitute an endorsement by the City of Foster City or the City Council; and

WHEREAS, proclamations and certificates are presented at City Council meetings or issued directly to the requester, depending on the type of request; and

WHEREAS, in an effort to encourage consistency in procedure, the City Council wishes to implement a policy regarding issuance of proclamations and certificates to ensure a fair and equitable process for requesting and approving proclamations and certificates; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Foster City does hereby adopt the attached Proclamations and Certificates Policy and authorizes the Mayor to sign the attached policy.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster City at the regular meeting held on the 2nd day of May, 2022, by the following vote:

AYES: Councilmembers Hindi, Sullivan, and Mayor Awasthi

NOES: Councilmembers Gehani and Froomin

ABSENT: None

ABSTAIN: None

DocuSigned by:

*Richa Awasthi*

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RICHA AWASTHI, MAYOR

ATTEST:

DocuSigned by:

*Priscilla Schaus*

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PRISCILLA SCHAUS, CITY CLERK



## Policy for Issuance of Proclamations and Certificates

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### **PURPOSE**

The purpose of this policy is to establish guidelines for the issuance of ceremonial documents including proclamations and certificates of appreciation/recognition. These documents are strictly honorary and do not carry any legislative or legal value, nor do they constitute an endorsement by the City of Foster City or the City Council.

### **POLICY**

The Mayor or the Mayor on behalf of the City Council signs proclamations or certificates to organizations and/or individuals that have an association with Foster City, including to the following examples:

- Acts of Heroism
- Anniversaries or Retirements
- Annual Commemorative Events
- Athletic/Academic Accomplishments
- Civic Celebrations and Regional Events
- County Organizations
- Federal, State, or Municipal Officials
- Guests from Other Countries or States
- Local Businesses and Churches
- Non-Profit Organizations
- Youth and Youth Group Achievements (e.g., Eagle Scouts)
- Others, as deemed appropriate

An individual Councilmember or member of the public may request a proclamation or certificate via the Request Form online, or by contacting the City Clerk. The requesting entity is responsible for providing the specifics regarding the eligibility and nature of the request, as well as information that may be used to develop the proclamation or certificate.

Proclamations and certificates that are political in nature, are controversial, or that likely would not have a high level of community interest and support, are discouraged. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations. The City reserves the right to determine the appropriateness and the type of document to be issued based on the information provided by the requesting individual and/or organization. The City also reserves the right to decline any request for a proclamation.

### **PROCLAMATIONS**

*Public announcements directing attention to a person, organization, or event.*

- Prepared in response to the type of recognition requested, and issued solely by the Mayor (Mayoral Proclamation) or by the Mayor on behalf of the City Council (City Proclamation)
- Proclamation requests are provided to the City Manager and Mayor for approval.
- Approved proclamations are provided directly to the requester (Mayoral Proclamation) or presented at a City Council meeting (City Proclamation)

## **CERTIFICATES**

*Commendations typically issued to acknowledge the activities of a person or organization.*

- Prepared in response to the type of recognition requested
- Certificate requests are provided to the City Manager and Mayor for approval.
- Approved certificates are prepared for signature by the Mayor on behalf of the City Council and may be provided to the requester or presented by the Mayor or designee at an organization's event, or presented at a City Council meeting

## **PROCEDURE**

1. Requests for proclamations and certificates, including draft language, may be submitted directly via the website form at [www.fostercity.org/cityclerk](http://www.fostercity.org/cityclerk) or by emailing the City Clerk at [clerk@fostercity.org](mailto:clerk@fostercity.org).
2. Following approval from the City Manager and Mayor, the City Clerk will draft the proclamation or certificate using the information supplied by the requester, in consultation with the Mayor and City Manager.
3. Upon proclamation or certificate approval, the City Clerk will coordinate with the requester regarding the presentation or delivery of the proclamation.

If it is determined as outlined above that the proclamation request is not consistent with the policy, the City Manager will route the request to the Councilmembers to determine if there is interest in issuing the proclamation. If a Councilmember has interest in issuing the proclamation that was determined as not being consistent with this policy, that Councilmember will sponsor the item and shall be responsible for drafting the language to be contained in the proclamation. The sponsor Councilmember shall provide the draft proclamation language to the City Clerk. Upon receipt of the draft proclamation language, the item will be agendaized for consideration on the Consent Calendar at the next available meeting. The proclamation will be issued upon a majority vote of the Council, to be presented at the next available City Council meeting following approval or provided directly to the requester.

## **TIMING**

Requests for proclamations and certificates should be submitted as soon as possible. City Proclamations and Certificates presented at a City Council meeting should be requested three weeks in advance to accommodate agenda publication timelines. Mayoral Proclamations and certificates not presented at a City Council meeting should be submitted at least two weeks in advance.

Exceptions may be made on a case-by-case basis.