

## **Policy for Herndon Town Council Presentations**

Adopted September 28, 2010

Requests must be made in writing and may be made by anyone ~ citizens, community organizations, members of the Town Council and Town staff. For consideration, please complete the form available on the Town's Web site and submit the request to the Town Clerk's office at [town.clerk@herndon-va.gov](mailto:town.clerk@herndon-va.gov) or by fax at 703-787-7325.

Requests will be reviewed in accordance with the adopted policy.

The Town does not promote or advocate political or religious events.

Three types of recognition are available: 1) at a Town Council meeting; 2) by mail; or 3) at school assemblies or events, depending on availability of Mayor or members of Town Council.

### **Certificates**

Certificates are an administrative action of the governing body and do not require formal legislative action. The full Council signs certificates of appreciation for staff retirements and outgoing members of boards and commissions with less than five years of service. The Mayor signs all other certificates.

Certificates would include achievement, appreciation (includes staff retirements and outgoing members of boards and commissions with less than five years of service), awards, recognition and responsible citizenship and may be presented to individuals, organizations, businesses, youth sports teams and for cultivating community initiatives, such as yard of the month, good neighbor and holiday decoration contest winners.

### **Individuals/organizations/businesses**

#### **Certificates are by request**

Individuals recognized must be Town residents; youth sports groups must be from the greater Herndon area and organizations must have membership, be active and sponsor events and activities in the Town of Herndon.

- Youth or youth sports teams winning state, regional or higher titles.
- Individuals, organizations or businesses for a significant achievement having a direct and positive benefit to the community, which otherwise would not meet the guidelines for a formal presentation under 'donations.'

## **Town staff**

### **Certificates requested by Town Manager or Town staff**

Individuals recognized may be non-Town residents.

- Town staff retirees.
- Outgoing members serving on the Town's boards and commissions with less than five years of service and members of advisory committees on completion of mission.

## **Responsible Citizenship**

### **Certificates requested by Town Council, Town Manager or Town staff**

- Heroic and courageous actions resulting in saving of a human life.
- Heroic and courageous actions that assist the Herndon Police in solving crimes.
- Graduation from citizens' or youth academies, neighborhood colleges or training program sponsored by the Town.

## **Awards**

### **Certificates requested by the Cultivating Community initiative**

Individuals recognized must be Town residents.

- Good Neighbor Awards.
- Yard of the Month Awards.
- Holiday Decoration Contest Awards.

## **Proclamations**

Proclamations are an executive action of the chief executive officer and do not require formal legislative action. The Mayor signs proclamations.

Limited to one or two paragraphs, awareness weeks and months or recognition may be staff driven, requested by county or state agencies or by organizations. Proclamations include recognition of positive events and awareness and prevention opportunities relating to the health, safety and welfare of the community and public education measures to meet grant requirements.

Annual recognition of the last Monday of each May as ‘Memorial Day,’ the third Friday of each September as ‘POW/MIA Recognition Day,’ November 11 each year as ‘Veterans Day,’ and December 7 of each year as ‘Pearl Harbor Remembrance Day’ are recognized without request, as these are important dates in our nation’s history.

Comments limited to the Mayor or one member of Council and to one staff member, one representative of the county or state agency or one representative of the organization requesting the recognition. Comments limited to three minutes.

## **Staff Driven**

### **Recognition requested by the Town Manager or Town staff**

- Awareness opportunities on prevention measures relating to the health, safety and welfare of the community or to meet grant or certification requirements, either directly or indirectly. Samples include recognition of ‘Police Week,’ ‘Public Works Week,’ ‘Parks and Recreation Month,’ ‘Aquatics Month,’ ‘National Night Out,’ ‘Child Passenger Safety Week,’ ‘Seat Check Saturday,’ ‘Virginia Cyclist and Pedestrian Awareness Week,’ ‘Crime Prevention Month,’ ‘Substance Abuse Awareness Week,’ ‘Drunk and Drugged Driving (‘3-D’) Prevention Month,’ ‘Child Abuse Prevention Month,’ ‘Bicycle Safety Month’ and ‘Click It or Ticket Weeks.’

## **County or State Agencies**

### **Recognition requested by county or state agencies**

County and state agencies providing services to Herndon residents on awareness opportunities relating to the health, safety and welfare of the community, such as ‘Suicide Prevention Week’ and ‘Substance Abuse Prevention Week.’

## **Organizations**

### **Recognition by request**

Organizations must have membership, be active and sponsor events and activities in the Town of Herndon.

Requested for awareness weeks and months, such as ‘Scouting Anniversary Week,’ ‘Hispanic Heritage Month,’ ‘Spina Bifida Awareness Month,’ ‘National Family Week’ and ‘Chamber of Commerce Week.’

## **Resolutions**

Resolutions are legislative actions issued by the governing body and require formal legislative action. The full Council signs resolutions.

## **Resolutions requested by Town Council and Town Manager**

- Donations of \$5,000 or more.

Individuals, businesses and organizations recognized for donations may be non-Town residents and not headquartered or physically located in Herndon.

- Outgoing members of Council.
- Outgoing chairs or members of boards and commissions with five years or more of service.
- Retirements or outgoing town managers, town attorneys and management team.
- Organizations active in the community celebrating ‘milestone’ anniversaries, such as 25, 50, 75, 100 years of active membership.

Organizations must have membership, be active and sponsor events and activities in the Town of Herndon.

### **Posthumous**

Posthumous resolutions are legislative actions issued by the governing body and require formal legislative action. The full Council signs resolutions.

### **Resolutions by request**

Posthumous recognition must be for an individual who was a Town resident, who has made an exceptional public contribution or impact to the Town of Herndon.