

CITY OF LUFKIN RECOGNITION AND HONORARIUM POLICY

Purpose: To define parameters and qualifications on recipients of Certificates of Recognition, Mayoral Letters, Proclamations, Keys to the City and Meritorious Service Medals.

Section 1. Definitions

- A. Certificates of Recognition:** A certificate recognizing a citizen for outstanding achievement or service to the community.
- B. Mayoral Letter:** Letters of welcome, sympathy, recognition and or congratulations/celebrations.
- C. Proclamations:** Document proclaiming a public or official announcement in honor of significant events, organizations and persons who have made a significant contribution to the community.
- D. Key to the City:** The tradition of the issuance of a Key to the City dates back to the period of walled cities, such as in medieval times. The Key symbolized the trust and political relationship between a city and a visiting dignitary. Today, the granting of a Key to the City is a symbolic presentation, which represents the highest honor a City can confer on an individual or organization.
- E. Meritorious Service Medal:** The bestowing of this recognition stems from military recognition for persons going above and beyond the call of duty to save the lives of others or the performance of heroic acts to prevent harm to life and property. The award of this medal should be reserved for citizens or employees who perform the same type of act in a perilous situation.

Section 2. Nominations

- A.** Certificates of Recognition, Mayoral Letters and Proclamations may be requested by City Council members and Citizens subject to approval by the Mayor.
- B.** Keys to the City and Meritorious Service Medals shall be requested by City Council members and approved by the Mayor.

Section 3. Requirements

- A.** Certificates of Recognition will be issued for appreciation of outstanding achievement or recognition such as completion of citizen academies, academic achievement, years of service, etc.
- B.** Mayoral Letters will be issued to welcome conferences, conventions, seminars, reunions, etc.; for expressions of sympathy; significant birthdays (age 80 and above), wedding anniversaries (50th and above); religious anniversaries and celebrations; citizen achievements such as obtaining higher education degrees, Eagle Scout awards.

- C. Proclamations will be issued for significant events, to raise public awareness and/or to recognize an individual/organization who has made a significant contribution to the community.
- D. Keys to the City will be issued to visiting dignitaries, local heroes, and citizens who have achieved significant accomplishments.
- E. Meritorious Service Medals will be issued to persons who have put forth heroic effort in order to save the life or property of another citizen.

Section 4. Procedure

- A. Requests for all recognition and honorarium shall be submitted on the approved form through the City Secretary's office.
- B. Staff shall prepare the recognition and submit to the Mayor for approval. The recognition may be deferred to the Committee for recommendation at the Mayor's discretion.
- C. Requests should be made two weeks in advance.
- D. Recognition documents shall be signed by the Mayor or the Mayor Pro Tem and/or the Councilmember from the represented Ward.

Section 5. Presentation

- A. Should the request include public presentation, the Mayor, Mayor Pro Tem and/or his designee shall be the presenter.

Section 6. Excluded Recognition

- A. The following events will not be recognized in any form:
 - 1. Matters of political controversy, ideological or religious beliefs, or individual conviction
 - 2. Recognitions contrary to City policy or ordinances
 - 3. Attempts to influence government policy
 - 4. Personal, political or business endorsement
 - 5. Commercial purposes
 - 6. Insignificant events (engagements, children's birthdays)

Approved this 17th day of May 2016.



Bob F. Brown, Mayor