

Section Name: Governance
Section Number: 200
Policy Number: 203

Effective Date: September 1977
Date of Revision: November 2, 2021

Subject: County Resolutions, Special Tributes and Certificates

Purpose:

The purpose of this policy is to provide for the recognition of individuals and organizations for significant, personal and professional achievements.

Scope:

This policy applies to all County Commissioners who may request a resolution, special tribute or certificate. All requests shall be approved by the Chairperson of the Board of Commissioners prior to staff preparing a document of recognition.

Statement of Policy:

It is the policy of the Board of Commissioners to recognize individual and group accomplishments of benefit to our community, state and country through appropriate resolutions, special tributes and certificates of acknowledgment. The recognition shall be for the highest and not ordinary achievements in, but not limited to, education, athletics, public service, art and humanities and other similar achievements benefiting the public.

A. Definitions:

1. Resolutions:

- a. Resolution of Recognition: A County Resolution to recognize individuals or organizations that have accomplished a type of high achievement that has overall County-wide significance. Individuals or groups receiving a Resolution may be invited to a Board of Commissioner's meeting to receive the Resolution.
- b. Resolution of Formal Board Action: A County Resolution to authorize action in a more formal manner that documents the decision of the governing board. Examples include but are not limited to adopting plans, authorizing issuance of debt and Budget Act resolutions.
- c. Resolution of Public Policy: A County Resolution to express the governing board's unified position on matters of public policy related to existing statutes, laws, executive orders or any proposed legislation in the United States Congress or Michigan legislature. The resolution shall promote a position or support for an issue of significant importance or impact to the County's financial or operational capabilities, the health safety and well-being of the community and the resolution used to formally communicate the position of the governing board to state and federal officials. This type of Resolution may also serve to inform regulatory agencies when public comment is invited and provide an opportunity for the governing board to express its support or position on matters of public health and safety before the regulatory agency.

2. Special Tribute: A Special Tribute is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has local or community significance. The Special Tribute may be presented by individual Commissioners at local events on behalf of the Board.
3. Certificate: A Certificate is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has organization-wide or local community significance. The Certificate may be presented by individual Commissioners at local events on behalf of the Board or issued in another manner determined by the Chairman of the Board.

Policy Compliance:

- A. Responsibility. The Administrative Assistant/Deputy County Clerk of the Board of Commissioners and the Chairperson of the Board of Commissioners shall be responsible for implementing and overseeing this policy.

Administrative Procedures:

- A. All requests for Resolutions, Special Tributes and Certificates must be made to the Chairperson through the Administrative Assistant/Deputy County Clerk.
- B. Requests shall be honored from the first requesting Commissioner. The County Board Chairperson shall resolve any disputes between Commission members.
- C. Commissioners requesting Resolutions, Special Tributes and Certificates shall assist staff in collecting and gathering factual and background information to be used in the drafting of Resolutions, Special Tributes and Certificates. Sources of information include but are not limited to media articles, statements from organizations and interviews.

1. Resolutions:

- a. A Resolution may be offered by the presiding District Commissioner and supported by any other Commissioner, when a Commissioner is requested by a person or organization from outside his or her district to offer a resolution. In such circumstances, the Commissioner who has been requested to make the resolution shall notify the presiding Commissioner of said district of the request. The resolution shall be offered jointly by the presiding and requested Commissioner(s) and supported by any other Commissioner.
- b. Resolutions may be offered by not more than one (1) Commissioner and supported by one Commissioner.
- c. Resolutions may be read into the record at the discretion of the Chairman at a Regular County Board meeting.
- d. Resolutions shall be approved by a majority roll call vote.

- e. Commissioners that have approved the resolution shall have their signatures affixed on the resolution.
 - f. Resolutions may be printed on letter size paper and framed.
2. Special Tributes:
- a. Any one or more Commissioners may request to offer special Tributes.
 - b. The offering Commissioners and the County Board Chairperson shall sign special Tributes.
 - c. Special Tributes shall be printed on letter size paper and may be framed as requested by the offering Commissioners.
3. Certificates:
- a. Any one or more Commissioners may request to offer certificates.
 - b. The offering Commissioner(s) and the County Board Chairperson shall sign certificates.
 - c. Certificates shall be framed in a decorative frame.

D. Presentation of Resolutions, Special Tributes and Certificates

- 1. The requesting Commissioner shall coordinate with the Administrative Assistant/Deputy Clerk for the recipient(s) to be notified in advance of the meeting and confirm attendance at the meeting to receive a Resolution of recognition. Special Tributes and Certificates for presentation shall be coordinated with the Administrative Assistant/Deputy Clerk for presentation at a scheduled event or as prescribed by the requesting Commissioner.
- 2. Resolutions shall be provided to the respective recipient(s) either through email, U.S. Postal Service or hand delivered as determined by the Administrator/Chief Financial Officer to ensure the resolution is transmitted to the head of the respective organization the resolution is intended to inform.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999, February 16, 2021 and November 2, 2021.