


Governance & Ethics Committee

Item #4 Review and Discussion on Council Policy 020 (“Proclamations, Commendations and Certificates of Recognition”) and Council Policy 009 (“City Representation at Meetings, Ceremonies and Special Events”)

March 4, 2024

1



Background

- As part of the 2023 Governance and Ethics Committee workplan, Council Policy 020 was scheduled to return for Committee discussion.
- Vice Mayor Anthony Becker brought forth a written petition regarding both recognition items and policies for speaking at public events.
- On December 12, 2023, the City Council voted to refer the item back to the Governance and Ethics Committee.
- Council Policy 020 and Council Policy 009 currently have guidelines pertaining to ceremonial events and recognition items.

2

Council Policy 020

- Council Policy 020 identifies the authority, criteria, and procedure for the recognition of individuals, groups, organizations, businesses, special periods of observance, or special occasions:
 - Proclamations
 - Commendations
 - Certificates of Recognition



3

3

Proclamations

- Highlights specific periods of observance (e.g. days, weeks, months), civic celebrations, or community, regional, state, or national occasions.
- Recognizes issues, actions, and/or programs of significance to Santa Clara.
- Proclamations should deal with local, county or state issues that have a connection to the City.
- Typically presented at the beginning of City Council meetings under “Special Orders of Business”.



4

4

Commendations

- Commendations are issued to individuals, groups, organizations, or businesses with a connection to the City for major achievements with community-wide significance.
- Local sports teams or individuals winning titles, competitions, championships at the state, national, and or international levels
- Milestones or commemoration
- Retirement of City or SCUSD employees
- Presented at City Council meetings under “Special Orders” or at related events

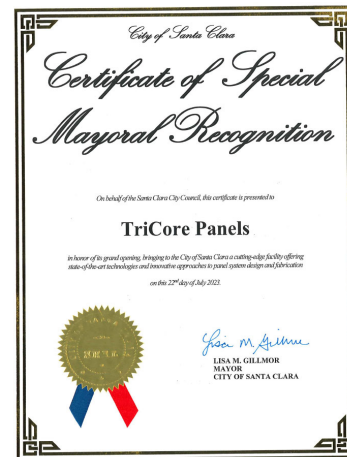


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Certificates of Recognition

- Certificates of Recognition are issued to individuals, groups, organizations, or businesses with a connection to the City for achievement, exceptional contributions to the community, or commemorative events.
- Presented at City Council meetings under “Special Orders” or at related events.



6

6



Benchmark Neighboring Cities

Jurisdiction	Approval Process	Document Bears Signature	Council Districts
City of Campbell	The Mayor is designated to authorize proclamations. City Councilmembers make their requests to the Mayor.	Mayor	5
City of Cupertino	The Mayor is designated to authorize proclamation and certificates of appreciation. City Councilmembers make their requests to the Mayor.	Mayor	None
City of Fremont	The Mayor is designated to authorize ceremonial resolutions, certificates of recognition, proclamations. City Councilmembers make their requests to the Mayor.	Mayor	6

7

7




Benchmark Neighboring Cities

Jurisdiction	Approval Process	Document Bears Signature	Council Districts
City of Milpitas	The Mayor is designated to authorize Proclamations and Commendations. City Councilmembers make their requests to the Mayor.	Mayor	None
City of Palo Alto	The Mayor is designated to authorize Proclamations, Commendations and Certificates of Recognition. City Councilmembers make their requests to the Mayor.	Mayor	None

8

8




Benchmark Neighboring Cities

Jurisdiction	Approval Process	Document Bears Signature	Council Districts
City of San Jose	Proclamations and Commendations requests are made through the agenda services manager and approved by the Mayor.	Mayor, City Councilmembers, and City Clerk	10
City of Sunnyvale	The Mayor is designated to authorize Proclamations, Commendations and Certificates of Recognition. City Councilmembers make their requests to the Mayor.	The Mayor shall determine whether a proclamation is signed by only the Mayor, or by the entire City Council.	6

9

9




Council Policy 009 - City Representation at Meetings, Ceremonies, and Special Events

1. The Mayor and/or City Council shall represent the City at meetings, ceremonies, and special events.
2. If staff receives a request for representation of the City at an event, the following occurs:
 - a) The invitation is referred to the Mayor.
 - b) If the Mayor is unable to attend, the invitation is referred to the Vice Mayor.
 - c) If the Vice Mayor is unable to attend, the invitation is referred to Councilmembers in order of seniority.
 - d) The City Manager (or a designee) will represent if the Mayor and Council are not available.
3. The City Council may officially request a City Board or Commission member to represent the City on certain occasions.

10

10




Benchmark Neighboring Cities

Jurisdiction	Approval Process	Council Districts
City of Campbell	The Mayor is the ceremonial head of the City and the designated speaker. District representatives are always recognized.	5
City of Fremont	The Mayor is the ceremonial head of the City and the designated speaker. The Vice Mayor serves if the Mayor is not present. On occasion, City Councilmembers are invited to speak as typically determined by the City Manager.	6
City of San Jose	The Mayor is the ceremonial head of the City and the designated speaker. The City Councilmember who represents the district of the event locations is also invited to speak.	10
City of Sunnyvale	The Mayor is the ceremonial head of the City and the designated speaker. Vice Mayor serves if the Mayor is not present. City Councilmembers may represent the City at ceremonial functions at the request of the Mayor.	6

11

11




Discussion and Recommendations

- **Proclamations**
 - Current language states: *Recognizes issues, actions, and/or programs of significance to Santa Clara.*
 - Consider option in policy to distinguish resolutions on substantive issues (e.g., in support or opposed to issues)

12

12




City of Santa Clara
The Center of What's Possible

Discussion and Recommendations

- **Commendations**
 - Consider options (e.g., years of retirement, types of organizations)
- **Certificates of Recognition**
 - Consider options (e.g., District recognition)

13

13




City of Santa Clara
The Center of What's Possible

Discussion and Recommendations

- **Speaking at Events**
 - Consider options (e.g., City of Santa Clara hosted events)

14

14



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The image shows a graphic for a meeting. On the left is the official seal of the City of Santa Clara, California, featuring a mission building, the year 1852, and the motto 'THE MISSION CITY'. The seal is set against a dark blue background with a white and orange diagonal stripe. To the right of the seal, the text 'Governance & Ethics Committee' is written in a large, bold, dark blue font. Below this, the meeting agenda item is listed in a smaller, bold, dark blue font. At the bottom right of the graphic, the date 'March 4, 2024' is displayed in a bold, dark blue font.