



## **CITY OF ROSENBERG**

### **RECOGNITION POLICY**

The City of Rosenberg Recognition Policy outlines the processes for all types of celebratory documents issued by the Mayor, on behalf of City Council. Examples include proclamations and certificates of recognition/appreciation. These documents are intended to recognize and celebrate the extraordinary achievements of residents, non-profit organizations, honor occasions of significance and importance, and to increase public awareness of issues that improve the well-being of Rosenberg residents.

The City of Rosenberg may issue a celebratory document for the following events:

- Special Honors
- Celebrations
- Charitable Fundraising Campaigns
- Non-Profit Organizations
- Arts and Cultural Celebrations
- Important Community Events
- Openings of Major New Businesses
- Matters of Significant or Notable Achievement, Recognition or Contribution
- Increase in Public Awareness of a Worthy Cause
- Business Anniversaries (50 years or more)
- Nationally recognized “Day”, “Week” or “Month”, such as “Public Works Week”, “Parks and Recreation Month”, “Municipal Courts Week”, etc.
- Wedding Anniversaries (30 years or more)
- Birthdays (80 years or more)
- Retirements
- Significant clergy and house of worship anniversaries (5 years, 10 years, 15 years, etc.)

Celebratory documents are issued at the sole discretion of the City and are not issued for the following:

- Campaigns or matters that do not align with the City’s vision, mission or goals.
- The request promotes campaigns, events or ideological and political beliefs that are contrary to the policies or laws of the City of Rosenberg.
- The request conflicts with federally recognized months, weeks, or days of observance.
- The request takes a side/position regarding international disputes or is a subjective statement of ideology.

- The request is for an event that is expected to happen but has not yet been confirmed.
- The request is on behalf of individuals/groups of which the requestor has no proven affiliation.
- Events or organizations with no direct relationship with the City of Rosenberg.
- Advertisements, commercial promotion, or for-profit purposes.
- Matters that suggest an official city position on a matter under consideration or to be voted on by City Council.
- Honoring a death.
- The request to replace a damaged or missing document from a previous administration.

The Mayor reserves the right and has the final decision to modify or deny any request for a celebratory document. No celebratory document will be issued to non-residents or for a non-Rosenberg event unless specifically approved by the Mayor. In the absence of the Mayor, the Mayor Pro Tem will reserve such right. Also, a request form must be submitted to the City Secretary's office either in person, by mail, or email, at least fifteen (15) days in advance. Furthermore, a Rosenberg resident or organization/business may solely request one celebratory document annually.

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EXHIBIT A – Recognition Request Form

EXHIBIT B – Recognition FAQs