



HONORARY TITLES

POLICY

The City Council may confer an Honorary title to recognize a volunteer, community leader, or outstanding citizen who has provided a significant service to the City. Under this policy, the Naming Facilities & Honorary Ad Hoc Committee makes a recommendation to Council.

City Council action is required to confer the “Honorary” title to an individual. The “Honorary” serves at will of City Council in a volunteer advisory capacity.

PROCEDURE

1. Applicant submits a written request/proposal to the City Manager, along with supporting documents for conferring an “Honorary” title on an individual.
2. The City Manager refers the request/proposal to the Naming Facilities & Honorary Recognition Ad Hoc Committee for review and discussion, as per guidelines approved by Council on June 29, 2004. The Facilities & Honorary Recognition Ad Hoc Committee consists of three City Council Members appointed by vote of the Council, and the City Manager. Meetings of the Ad Hoc Committee are open to the public. The guidelines are as follows:
 - a. Requires City Council action to confer the title; serves at will of City Council in volunteer advisory capacity;
 - b. Volunteer, unpaid role (serves without compensation);
 - c. Honorary in nature; does not grant authority over staff or consultants;
 - d. No office space, budget, City equipment or supplies, etc.
 - e. Council Motion: “Confer honorary title of _____ on _____” (note: volunteer unpaid designation);
 - f. Not used for political purposes or policy involvement;
 - g. Notwithstanding, if the individual with honorary title desires to speak before City Council regarding policy, they should identify themselves as a citizen and make no reference to their honorary title, making it clear their statements represent



HONORARY TITLES (cont.)

their personal views consistent with City's Code of Ethics and Values;

- h. Title may be used if they are speaking before a county, statewide or national organization as long as it is clear it is honorary title consistent with the City's Code of Ethics and Values:

"I use my title(s) only when conducting official City business, for information purposes, or as an indication of background and expertise, carefully considering whether I am exceeding or appearing to exceed my authority."

3. If the request meets the above stated guidelines, the Naming Facilities & Honorary Ad Hoc Committee makes recommendation to Council;
4. The Council considers the Committee recommendation and makes the final approval/denial of the request.

Reference:

City Council-approved policy dated June 29, 2004