



GUIDELINES FOR SELECTION OF “THOSE WHO INSPIRE” RECOGNITION AWARD

POLICY

In December 2005, the City Council established the “Those Who Inspire” Recognition Award. An award may be presented in one of two areas of accomplishment:

- To honor community members who distinguish themselves for activity significantly above and beyond the norm of community activism; or
- To honor individuals who have distinguished themselves in public service to the Santa Clara community, with exceptional performance and leadership under the ideals of the City’s Code of Ethics and Values.

The selected individual in either category, through their own inspiring actions, initiative and dedication, will have performed exceptional service or exemplary long-term service to benefit the community of Santa Clara, and will have served as an inspiration to others. This award is granted on a case-by-case basis and is not tied to annual recognition or other awards ceremonies.

PROCEDURE

1. An Awards Committee shall be responsible for evaluating nominees for this award and selecting recipients. Appointed to serve by the City Manager, committee membership shall consist of one City department head (generally a three-year term), one City Manager’s Office representative (standing committee member), and a community representative (generally a two-year term). Committee membership shall be rotated by random selection. The department head serving on the committee shall call meetings as needed to review nominations.
2. Nominations for this award may come from the community. The nomination must be submitted in written form and must outline the nominee’s contributions that distinguish the nominee for “...activity significantly above and beyond the norm of community activism,” or for the public service nominee, for “... exceptional performance and leadership under the ideals of the City’s Code of Ethics and Values.” Submitted documentation must include details about the recommended individual’s inspiring actions, initiative and dedication, quantify their



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exceptional or exemplary long-term service to benefit the community of Santa Clara, and illustrate how they have been an inspiration to others.

3. Presentation of the “Those Who Inspire” Recognition Award shall be made at a City Council meeting as a Special Order of Business. The recipient will receive an appreciation plaque (“The City of Santa Clara is a great city because of the efforts of people like you”). Additionally, a perpetual plaque will be on display at City Hall listing the names of all recipients.

Reference:

City Council-approved policy dated December 2005

Guidelines for Recognition of Volunteers, Community Leaders, and Outstanding Citizens dated September 2003