



CITY OF DORAL

KEY TO THE CITY, PROCLAMATION AND CERTIFICATES

POLICY AND PROCEDURE

OFFICE OF THE CITY CLERK

KEY TO THE CITY

The Key to the City is an honor issued and approved by the majority of the City Council, upon esteemed residents, visitors, and others whom the City wishes to honor. A key to the City is strictly honorary. The name of the Mayor and all City Councilmembers shall be printed on the Key to the City.

Only Individuals who have contributed significantly to the City through cultural, historic, educational, community service, humanitarian, financial, or business efforts should qualify for this honor. Those not in good standing with the City, such as having outstanding liens or unresolved legal issues, should be ineligible to receive a Key to the City. This also applies to anyone convicted of felonies or any crime that involves moral turpitude.

PROCLAMATIONS

Proclamations are ceremonial documents issued and approved by the majority of the City Council that recognize, celebrate, and honor extraordinary achievements. They may include but are not limited to the citizens of the City of Doral; residents of Miami-Dade County, certain organizations' occasions of importance and significance; days that are noteworthy or historically significant; and special events. All approved Proclamations are required to include the names and digital signatures of the Mayor and all Councilmembers, and are to be provided to the requesting individual upon printed.

Only Individuals who have contributed significantly to the City through cultural, historic, educational, community service, humanitarian, financial, or business efforts should qualify for this honor. Those not in good standing with the City, such as having outstanding liens or unresolved legal issues, should be ineligible to receive a Proclamation. This also applies to anyone convicted of felonies or any crime that involves moral turpitude.

Proclamations will not be issued for matters of political controversy; ideological or religious beliefs or individual conviction; and campaigns or events contrary to City policies, espousing hatred, violence, or racism. Proclamations are strictly honorary, and they are issued as a courtesy. In addition, they are not legally binding and do not constitute an endorsement by the City of Doral.

Proclamations are not automatically renewed, and are limited to one (1) recipient per event, per calendar year.

CERTIFICATES OF RECOGNITION AND/OR ACHIEVEMENT

Certificates of Recognition and/or Achievement, which are inclusive of any other similar type of recognition, are honorary documents requested, approved, issued, and signed by each Councilmember, respectively, that may be used to honor special events or individuals. These may include but are not limited to the citizens and businesses of the City of Doral, as well as certain organizations' occasions of importance and significance to the City of Doral.



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Those not in good standing with the City, such as having outstanding liens or unresolved legal issues, should be ineligible for a Certificate of Recognition and/or Achievement. This also applies to anyone convicted of felonies or any crime that involves moral turpitude.

POLICY AND PROCEDURE

The Mayor, Councilmembers, individuals, and organizations seeking a Key to the City, Proclamation or Certificate, shall submit their request in writing to the City of Doral Office of the City Clerk for processing. Requestors may use the City's Key to the City, Proclamation and Certificate Request Form which is available on the City's website at www.cityofdoral.com, and at the Office of the City Clerk via telephone at (305) 593-6730, or via e-mail at cityclerk@cityofdoral.com.

Request forms must include the following information **(Incomplete forms will not be accepted or processed):**

- Contact person's first and last name, address, telephone number, and e-mail address.
- The name, date, week, month, or event to be proclaimed or recognized.
- A summary and/or background of the event, organization, or person must be submitted, as well as the date, time, and location of the event where it will be presented (if applicable).
- Draft text for the proclamation including 4 – 6 "whereas" clauses, or draft text for the certificate.
- Date to be presented and/or when needed.
- An indication of whether the Key to the City, Proclamation or Certificate is to be mailed, picked up, or if the requestor wishes to have this presented at a Council Meeting during Protocol Hour.

A minimum of five (5) business days is required for processing.

Upon the City Council's approval of a Key to the City and/or Proclamation, the Mayor, Councilmembers and City Manager shall be invited to attend the event at which the Key to the City and/or Proclamation is to be awarded, if other than at the scheduled Council Meeting.

In addition, the Mayor, Councilmembers and City Manager shall be invited to attend the event in which a Certificate requested is to be presented.

Note: Submission of a request for a Key to the City, Proclamation, or Certificate does not guarantee issuance.