



# **CITY OF DORAL**

## **KEY TO THE CITY, PROCLAMATION AND CERTIFICATES**

### **POLICY AND PROCEDURE**

#### **OFFICE OF THE MAYOR**

#### **KEY TO THE CITY**

The Key to the City is an honor bestowed on and approved only by the Mayor, upon esteemed residents, visitors, and others whom the Mayor wishes to honor. A key to the City is strictly honorary. The name of the current Mayor shall be printed on the Key to the City. Only the Mayor will have authority to present the Key to the City. In the Vice Mayor's absence, the Mayor may delegate a Councilmember, City Administrator or City Attorney to act on the Mayor's behalf.

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.

Keys to the City shall be designed to the specifications of the Mayor.

#### **PROCLAMATIONS**

Proclamations are ceremonial documents issued and approved by the Mayor 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 to reflect the name of the current Mayor, and should the Mayor not be available to present the Proclamation, the requesting Councilmember shall be able to present it. In addition, In the Vice Mayor's absence, the Mayor may delegate a Councilmember, City Administrator or City Attorney to act on the Mayor's behalf

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; 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.

Proclamations shall be designed to the specifications of the Mayor.



# CITY OF DORAL

## KEY TO THE CITY, PROCLAMATION AND CERTIFICATES

### POLICY AND PROCEDURE

#### OFFICE OF THE MAYOR

### **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 which can be requested by Councilmembers to be approved or denied only by the current Mayor, and 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. Certificates shall include the name and signature of the requesting Councilmember to be placed in addition to the Mayor's name and signature. Certificates of Recognition and/or Achievement are not automatically renewed and are limited to one (1) recipient per event, per calendar year.

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.

Certificates, plaques, proclamations and any other form of recognition which bears the name of the City of Doral and/or includes the logo or seal of the City of Doral and, or which indicate that the certificate or recognition is being bestowed upon by the City of Doral, its Councilmembers, Administration, Staff or Agencies shall only be authored, created and bestowed by the Mayor. The reproduction or creation of such without written consent from the Mayor, shall be a direct violation of city policy and can include disciplinary actions in accordance with City Charter, Ordinances and Policies.

### **POLICY AND PROCEDURE**

Anyone seeking a Key to the City, Proclamation or Certificate, shall submit their request in writing to the Mayor's office for processing via email at [mayor@cityofdoral.com](mailto:mayor@cityofdoral.com) and copy the City Clerk's Office for recordkeeping at [cityclerk@cityofdoral.com](mailto:cityclerk@cityofdoral.com). 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](http://www.cityofdoral.com), under the tab "Office of the Mayor."

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.



# **CITY OF DORAL**

## **KEY TO THE CITY, PROCLAMATION AND CERTIFICATES**

### **POLICY AND PROCEDURE**

#### **OFFICE OF THE MAYOR**

**A minimum of five (5) business days is requested for processing, but may be waived by the Mayor's office.**

Upon the Mayor'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.

In addition, the Mayor, Councilmembers and City Manager shall be notified of 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.***