

RESOLUTION NO. 6237

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD, CALIFORNIA ESTABLISHING A POLICY REGARDING
REQUESTS FOR CITY PROCLAMATIONS AND CERTIFICATES
FOR GROUPS, INDIVIDUALS AND OTHER MATTERS**

WHEREAS, the City Council occasionally wishes to recognize significant events, accomplishments, or public services of individuals or organizations that significantly benefit the City of Maywood and/or the community in general; and

WHEREAS, the City Council has in the past used a variety of documents to formally honor, memorialize, and bring public awareness to such individuals and/or organizations; and

WHEREAS, for the purposes of consistency and fairness, the City Council has determined that it is appropriate to establish protocol for such ceremonial proclamations and recognitions of groups, individuals, and other matters; and

NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF MAYWOOD DOES HEREBY FIND, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. Purpose and intent. The purpose of this Resolution is to establish a policy regarding the processing of requests by individuals, groups, and organizations for City proclamations and certificates.

SECTION 2. Authority-General. It is the intent of the City Council that City staff first review all requests for proclamations and certificates from individuals, groups and organizations and forward to the Mayor only those requests that comply with the terms of this Resolution. The Mayor is authorized with the administration of requests for City proclamations and certificates and may approve or deny such requests at his/her discretion, consistent with this Resolution. No subordinate commission of the City and no individual council member or other official of the City shall issue a City proclamation or certificate on behalf of the City of Maywood without the prior approval and consent of the Mayor.

SECTION 3. Permissible Subjects of City Proclamations and Certificates. The Mayor may consider requests for proclamations and certificates on the following subjects;

- A. Matters of Significance and/or matters that impact citizens and businesses in the City or in the region.
- B. Requests are submitted by public entities on whose board the City has a voting member.
- C. Requests to honor businesses that are located in the City, service or philanthropic organizations that provide a significant level of service to residents or businesses in the City, and sports teams based in Maywood, upon the accomplishment of noteworthy achievements, programs, or milestones.
- D. Requests to honor the life of a long-time and/or prominent Maywood resident upon their death.
- E. Requests to honor city officials, employees, and consultants for their achievements or milestones of service.
- F. Requests to honor public officials from other public entities who have served on boards, committees, or commissions on which members of the Maywood City Council also serve, upon the completion of their term of office or chairmanship.

Section 4. Impermissible Subjects of City Proclamations and Certificates. City staff shall not process requests for proclamations or certificates on the following subjects:

- A. Requests to support candidates for elected public office or of a religious or political nature.
- B. Campaigns or events that are contrary to City policies.

Section 5. Processing of Request.

- A. All requests for City proclamations and certificates by members of the public, including members of the

City Council and City Staff, shall be submitted to the City Manager, who shall review the request for compliance with Section 3 of this Resolution. The City Manager shall forward to the Mayor for his/her approval only those requests which are within the scope of permissible subjects as provided in Section 3 of this Resolution. The Mayor shall review and either approve or disapprove the request.

- B. The City Manager shall place on the City Council agenda for presentation only those proclamations and certificates approved by the Mayor. Notwithstanding, in lieu of presenting the proclamation or certificate at a City Council meeting, the proclamation or certificate may be mailed to the requestor at their request or at the discretion of the Mayor or City Manager.
- C. Requests shall be submitted to the City Manager's Office no less than fourteen (14) days prior to the City Council meeting at which the item is to be presented to the requestor. Exceptions to the deadline may be granted by the City Manager, provided that sufficient time is permitted to place the item on the agenda of the City Council meeting. Any proclamation or certificate prepared under this policy shall list the Mayor as the person issuing the proclamation or certificate on behalf of the City.

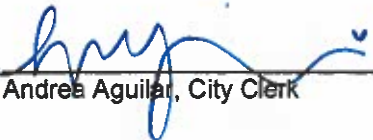
Section 6. Submission of Request on Other Subjects. If it is not clear whether a request for a proclamation or certificate falls inside or outside of a permissible category as provided in this Resolution, the City Manager may, but is not required to, submit the matter to the Mayor for its consideration.

Section 7. Certification. The City Clerk shall certify the adoption of this Resolution


PASSED, APPROVED AND ADOPTED THIS 27th day of April, 2022.


Heber Marquez, Mayor

ATTEST:


Andrea Aguilar, City Clerk

APPROVED AS TO FORM:

DocuSigned by:

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF MAYWOOD)

I, Andrea Aguilar, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6237 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 27th day of April 2022 by the following roll call vote, to wit:

AYES: DE LA RIVA, LARA, TORRES, GARCIA, MARQUEZ

NAYES:

ABSENT:

ABSTAINED:

DocuSigned by:
Andrea Aguilar
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Andrea Aguilar, City Clerk