

Recognition & Proclamation Policy

Proclamations and Resolutions of Recognition are ceremonial documents signed by the mayor and issued for public awareness, charitable events, arts and cultural celebrations and other special honors. The Town of Dallas reserves the right to accept, deny or revise requests for ceremonial documents as appropriate within the Town's sole discretion. Please use the "[Proclamation/Letter of Recognition Request](#)" form found online at www.dallasnc.net to submit your request.

Section 1: Purpose:

To define parameters and qualifications on recipients of requesting a municipal resolution of recognition or proclamation for individuals who have demonstrated outstanding service, contributions and dedication to the community, similar to the Order of the Long Leaf Pine in the State of North Carolina.

Section 2: Definitions:

- A. Resolution of Recognition: A recognition of a citizen or organization for outstanding achievement or service to the community.
- B. Proclamations: Document proclaiming a public or official announcement in honor of significant events, organizations and persons who have made a significant contribution to the community, issued by the Mayor

Section 3: Guidelines:

Proclamations and Letters of Recognition must have a positive Town wide impact and must be requested by or on behalf of a Dallas resident or organization and may be issued for the following reasons:

- i. Recognition of action or service above and beyond the call of duty.
- ii. Recognition of extraordinary achievement
- iii. Supporting actions that improve the quality of life in the Town of Dallas
- iv. Raising public awareness of issues that directly affect the Town of Dallas
- v. Recognition of a Town of Dallas resident for one of the following:
 - a. Retirement—the person must have been employed with Dallas for 25 years or more
 - b. Birthday—Recognition of the 100th birthday of a Dallas citizen.

Proclamations and Letters of Recognition WILL NOT be issued for any of the following:

- vi. Matters that would require taking sides on a political issue
- vii. Matters involving issues of personal conviction
- viii. Matters involving any particular religion

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- ix. Commercial purposes, such as the opening of a new business, a new service, or a new product, whether directly or indirectly related.
- x. Any other matters that tend to stir up controversy or unrest.

Section 4: Procedure:

Step One: Determine Eligibility

- i. Ensure the nominee has made significant contributions to the community through service, volunteerism, or other forms of dedication
- ii. The nominee should have a history of exemplary service that positively impacts the town and its residents

Step Two: Gather Supporting Documentation:

- i. Prepare a detailed biography of the nominee, highlighting their service, contributions and dedication
- ii. Collect letters of support from community members, organizations, or public officials attesting to the nominee's impact.
- iii. Include any awards, recognitions, or accolades the nominee has previously received.

Step Three: Fill out the Proclamation/Letter of Recognition form online

- i. This can be found online at www.dallasnc.net

Step Four: Draft a Resolution Proposal

- i. Draft a proposed resolution that outlines the reasons for recognizing the nominee. Include specific examples of their contributions and impact on the community.
- ii. Ensure the resolution is written formally and follows the town's standard format for official resolutions.

Step Five: Submit Form:

Forms can be emailed into the Clerk at ltysinger@dallasnc.net or mailed into:

Town of Dallas
Attn: Town Clerk
210 N Holland Street
Dallas, NC 28034

Wording:

If you need help with the exact wording, please refer to the sample proclamations and letters shown below. If you are asking on behalf of an annual event or national

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organization, you may be able to obtain a sample proclamation from past event organizers or the organizations staff.

Step Six: Review and Consideration

- i. A Citizens Board, consisting of the Mayor, Two Board of Aldermen, Town Clerk and Town Manager will review nominations for all Resolutions of Recognition/ Proclamations and will evaluate the nomination based on the provided documentation.

Step Seven: Decision and Approval

- i. If the nomination is approved, the municipal body will schedule the resolution for consideration at an upcoming Town Board meeting.
- ii. The nominator may be invited to present the nomination during the meeting, providing further context and support for the nominee.

Step Eight: Official Resolution

- i. If the Town Board votes to approve the resolution/proclamation, an official document will be drafted, signed and sealed by the Mayor or appropriate municipal official.
- ii. The resolution will be presented to the nominee at a formal Board of Aldermen meeting, where their contributions will be publicly acknowledged and celebrated.

Step Nine: Public Announcement

- i. The Town of Dallas will issue a public announcement to inform the community of the resolution and recognize the nominee's achievements.
- ii. The resolution may also be published on the Town's website to ensure widespread recognition

Section Five:

****Tips for a Successful Nomination****

- i. Ensure the nomination package is complete, accurate and well-organized
- ii. Provide compelling and specific examples of the nominee's contributions and impact on the community
- iii. Seek endorsements from respected community leaders and organizations to strengthen the nomination
- iv. Follow up with the Town of Dallas Clerk to confirm receipt of the nomination and inquire about the review process

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By following these steps, individuals and organizations can effectively request a Proclamation/Resolution of Recognition for those who have demonstrated outstanding service, contributions and dedication to their community.

****Addendum****

- i. Resolution of Recognition for the Town of Dallas for outstanding service, contributions and dedication to the Town of Dallas;
 - Not limited to current residence but should have an impact or direct connection that is favorable to the Town.
- ii. Standards
 - a. No Self Nominations
 - b. Nominations by Family Members are highly discouraged
 - c. 60 Day review period
 - d. Consideration is on a case-by-case basis

****All awards are honorary, and no legal binding or authority is given or intended****

For further information, please contact: Lindsey Tysinger at 704-922-3176 ext. 231