



CITY OF LONE OAK PROCLAMATION AND KEY TO THE CITY POLICY AND PROCEDURE

Proclamations

Proclamations are ceremonial documents issued by the Mayor with the consent 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 Lone Oak.

Proclamations will not be issued for matter of political controversy; ideological beliefs or individual conviction; and campaigns or events contrary to City policies. Proclamations are strictly honorary and they are issued as a courtesy. In addition, they are not legally binding and do not constitute any endorsement by the City of Lone Oak.

Key to the City

The Key to the City is an honor bestowed by the Mayor with the consent of the City Council upon esteemed residents, visitors, and others whom, the City wish to honor. A key to the city is strictly honorary. The City of Lone Oak created this special award to recognize those volunteers who gave a considerable amount of time to our community. We recognize that many of the activities, services, and events that we put on throughout the year are successful in large part because of the quality of service provided by a group of dedicated individuals. They are truly an inspiration to us all and we thank them for their generous service.

Policy and Procedure

The Mayor, City Councilmembers, individuals and organizations suggesting a Proclamation and Key to the City be presented shall submit their nomination request in writing to the City of Lone Oak at City Hall, City Secretary's Office. Requestors may use the City Proclamation and Key to the City Volunteer Nomination Request Form that is available on the city's website at www.loneoaktx.gov or obtain a form from Lone Oak City Hall.

The criteria for recognition of awards will be earned based upon eligible volunteer service during the 12 month period beginning June 1st and ending May 31st each year. Exceptions to receiving this award and honor are the Mayor, Councilmembers and City Employees. Also, court-ordered community service does not qualify for this award.

After reviewing all requests and upon the City Council's approval of a Proclamation and Key to the City, the Mayor and Councilmembers shall be invited to attend the event at which the Proclamation and Key to the City is to be awarded if other than at a scheduled council meeting.

Note: Submission of a request form for Proclamation and Key to the City does not guarantee issuance.



City of Lone Oak

PROCLAMATION AND KEY TO THE CITY VOLUNTEER NOMINATION REQUEST FORM

Date of Nomination Request: _____

Name of Requestor: _____

Organization: _____

Address: _____

Phone / E-Mail: _____

Name of Individual or Organization to be nominated for volunteering their services:

Suggested Title for Proclamation: _____

Reason(s) for Recognition (*Please attach 4 – 6 "whereas clauses" as draft text for a Proclamation*):

Request for Proclamation and Key to be honored at:

- Presented at a Council Meeting in _____ (month / year) OR
- Presented at an event _____ (Name & date of event)

Administrative Use Only

Approved: Yes _____ No _____

Approved Date by City Council: _____

Title of Proclamation: _____

Date of Recognition: _____ Event or Meeting: _____