

**Recognition Resolution Training  
Rules Committee Meeting  
June 8, 2023**

**Annual Recognition Resolution Sign Up List:** If you haven't signed up to sponsor the annual recognitions resolutions, you may go to this Google doc and sign up:

[https://docs.google.com/spreadsheets/d/1IEY51G6wemQTILF6d\\_TQvddAlbQTb6jpnwxSTvD-Vc4/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1IEY51G6wemQTILF6d_TQvddAlbQTb6jpnwxSTvD-Vc4/edit?usp=sharing)

**Recognition Resolution Requests:** Please direct your recognition resolution requests to the Agenda Team at [!MASAssemblyAgenda@anchorageak.gov](mailto:MASAssemblyAgenda@anchorageak.gov). Hydee Caban, Agenda Coordinator is the Team Lead in the Clerk's Office for Recognition Resolutions and Hydee will process your requests.

**Recognition Resolution Template:** If you or your legislative aide would like to draft a recognition resolution, you can find the template from an MOA computer at <G:\Clerk\Muni Wide\Municipality of Anchorage\Legislation-Templates\2023\AR 2023-XXX Template for Recognition Resolutions.docx>.

**Recognition Resolution Norms:** Preliminary update on recognition resolution norms can also be found from an MOA computer at <G:\Clerk\Muni Wide\Municipality of Anchorage\Recognition Resolutions\Procedures\2023-0608 Recognition Resolutions Preliminary Update to Members from the Assembly Leadership regarding norms for recognition resolutions.pdf>.





Submitted by: Assembly Chair Constant, Assembly Vice-Chair Zaletel, Assembly Members Brawley, Bronga, Cross, Johnson, Martinez, Meyers, Perez-Verdia, Rivera, Sulte, Volland.

Prepared by: Municipal Clerk's Office

For reading: Month, Day, 2023

**ANCHORAGE, ALASKA  
AR No. 2020-**

1 **A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY RECOGNIZING**  
2 ...  
3

4  
5 **WHEREAS**, <start broadly at the beginning...>; and  
6

7 **WHEREAS**, <add more detail, as you want, within the goal to keep the resolution to  
8 one page; 12 pt. font; normal margins, ...>; and  
9

10 **WHEREAS**, <specific Anchorage details....>; and  
11

12 **WHEREAS**, <include lofty goals or accomplishments here...>; and  
13

14 **NOW, THEREFORE, THE ANCHORAGE ASSEMBLY**  
15 **...<CELEBRATES/HONORS/RECOGNIZES GROUP, ORGANIZATION, DAY, AND**  
16 **THE REASON...>.**

17  
18 **PASSED AND APPROVED** by the Anchorage Assembly this <day> day of <Month>,  
19 2020.  
20

21  
22  
23 \_\_\_\_\_  
Chair

24 **ATTEST:**  
25  
26

27 \_\_\_\_\_  
28 Municipal Clerk

**From:** [Jones, Barbara A.](#)  
**To:** [Jones, Barbara A.](#)  
**Subject:** Recognition Resolutions: Preliminary Update to Members from the Assembly Leadership regarding norms for recognition resolutions  
**Date:** Wednesday, June 7, 2023 9:53:19 AM

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Dear Assembly Members: Assembly Leadership renews and reminds Assembly members to use the following norms for Assembly recognition resolutions:

1. Recognition resolutions should be one page or less, 12 pt. font. Exceptions can be made for lists of student names or other unusual resolutions. Outside organizations that help to draft resolutions should be informed of the one-page limit, and informed that using smaller font or shrunken margins is not allowed.
2. If Assembly members are sponsoring a resolution, a draft resolution should be submitted to the Clerk's office at least one full day before the agenda deadline; if you have a conceptual resolution, it should be submitted at least one week before the deadline.
3. The Assembly sponsor of the resolution should coordinate with the Clerk's Office and provide the name of the person or group who will accept the recognition at the meeting, and any contact information, at least the Friday before the meeting.
4. Many annual recognition resolutions are scheduled for the first meeting of the month. To avoid having too many resolutions at one meeting and diluting the recognition, members may be asked to schedule resolutions on the second meeting of the month.
5. Recognition resolutions to recognize those leaving the Municipality should be used for employees with 15 years of service or more, except in extraordinary circumstances. Members are also reminded that the Administration can recognize employees with less than 15 years of service through a Mayoral proclamation.
6. Standing ovations are discouraged following the reading of a resolution, except in cases where an actual person is being honored and is present. A resolution for an employee retiring after 30 years is a great opportunity for a standing ovation; a resolution proclaiming Safe Digging Month is not.

These norms are designed to acknowledge the importance of Assembly recognition resolutions, save staff time and Assembly time during Assembly meetings.

Christopher Constant, Chair