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 this Google doc and sign up:

https://docs.google.com/spreadsheets/d/1IEY51G6wemQTILF6d_TQvddAIbQTb6jpnwxSTvD-Vc4/edit?usp=sharing

Recognition Resolution Requests: Please direct your recognition resolution requests to the Agenda Team at !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 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.

PLEASE MARK AN X UNDER YOUR NAME FOR THE RESOLUTIONS YOU WOULD LIKE TO SPONSOR		Mayor Bronson	Chris Constant	Meg Zalatel	Anna Brawley	Karen Bronga	Kevin Cross	Zac Johnson	George Martinez	Scott Mayors	Kameron Perez-V	Foliv Rivera	Randy Sulta	Daniel Volland
If you would like to sponsor all of the resolutions listed please write ALL under your name		iviayor Bronson	Chiris Constant	ivieg Zaiatei	Allia brawley	Karen bronga	Reviii Cioss	Zac Johnson	deorge Martinez	Scott Meyers	Kameron Ferez-v	renx Rivera	Randy Suite	Daniel Volland
RESOLUTION FOR	RECOGNITION DATE													
	1st meeting-January	х												1
	1st meeting-February													
,	1st meeting-February	Х												
	1st meeting-February	Х												
	1st meeting-March	Х												
, ,	1st meeting-March													
	2nd meeting-March													
Points of Light Youth Institute	2nd meeting-March													
National Women's History Month	1st meeting-March	Х												
	1st Meeting April													
Sexual Assault Awareness Month	1st meeting-April	Х												1
Stand Against Racism Day	1st meeting-April	Х												1
Earth Day	1st meeting-April													1
National Day of Prayer (May 2nd)	2nd meeting-April	Х												1
Historic Preservation Month	2nd meeting-April or 1st	х												
	meeting May	^												į
Alaska Police Memorial Week	1st meeting-May	Х												l
Municipal Clerk's Week May 5th-11th (Check with Barbara & Jennifer)	1st meeting-May	Х												i
Hmong-American Veterans Memorial Day May 15th permanent, recurs each year	1st meeting-May	X												i
Kids to Parks Day	1st meeting-May	Х												
Asian American & Pacific Islander Heritage Month	1st meeting-May	Х												
National Association of Letter Carriers (NALC) Annual Stamp Out Hunger Food Drive	Check with USPS	Х												
	1st meeting June													
Alaska Pridefest	1st meeting-June													
Juneteenth Day	1st meeting-June													
Secure Your Load Day - June 6th	1st meeting-June													
National Lineman Appreciation Day July 10-	Submitted by ML&P													
	Submitted by Employee	х												i
,	Relations													1
	2nd meeting-August	Х												ļ
	Check with Food Bank													i
	usually last meeting in	х												i
	August													
6 6	9/15/2020	X												
National Hispanic Heritage Month - please ask Felix Rivera to translate and read in Spanish	Sep 15 - Oct 15, 2015	Х												
		x												i
National Suicide Prevention Awareness Month	1st meeting in September													
Ombudsman's Day (October 8th)	2nd meeting-September													
														i
	2nd meeting September	Х												i
	or 1st meeting October													
	1st meeting-October	X					-							
	Check with ADA Commission	X					1							
	1st meeting-October	X					 	1						
	1st meeting-October	X					-							
	Check with AFN	X					-							
	Check with SWS	X					1							
Alaska Native & Native American Heritage Month	1st meeting-November	X		L			<u> </u>	ļ	L					

Veterans Day November 11th	1st meeting-November	Х						
Purple Heart City	1st meeting-November	Х						1
Survivors of Homicide Victims Awareness Month November 20-December 20	2nd meeting-November	Х						1
Transgender Remembrance Day November 20	2nd meeting-November							
Murdered, Missing, Indigenous Women & Girls	2nd meeting-November	Х						1
Alaska Municipal League	Check with AML (2nd							1
	meeting in November or							i
	1st meeting in December)							i

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-

A RESOL	UTION OF THE ANC	HORAGE MU	INICIPAL ASSEMBLY	Y RECOGNIZING
WHEREA	. S , <start at="" broadly="" td="" th<=""><td>e beginning</td><td>>; and</td><td></td></start>	e beginning	>; and	
	S, <add 12="" detail,="" font;="" m<="" more="" normal="" pt.="" td=""><td>•</td><td>within the goal to keep nd</td><td>the resolution to</td></add>	•	within the goal to keep nd	the resolution to
WHEREA	S, <specific anchorag<="" td=""><td>ge details>;</td><td>and</td><td></td></specific>	ge details>;	and	
WHEREA	S , <include goals<="" lofty="" td=""><td>s or accomplis</td><td>hments here>; and</td><td></td></include>	s or accomplis	hments here>; and	
NOW, <cele THE REA</cele 		THE RECOGNIZES	ANCHORAGE GROUP, ORGANIZA	ASSEMBLY TION, DAY, AND
PASSED <i>,</i> 2020.	AND APPROVED by	the Anchorage	e Assembly this <day></day>	→ day of <month>,</month>
ATTEST:		Chai	r	
Municipal	Clerk			

From: <u>Jones, Barbara A.</u>
To: <u>Jones, Barbara A.</u>

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

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