

Broward County Municipalities - Presentations/Recognitions/Proclamations

City/Town	Population Census 2010	Does your City/Town have a protocol for City Commission meeting Presentations/Recognitions and how they are organized/presented/scheduled for Commission meetings? If yes, please provide copy of policy/protocol/Resolution, etc.	Is the Presentation portion of the meeting start at a specific time or is it time limited? Are Presentations limited to a single meeting or allowed at any meeting? Is there a limited number of presentations allowed per meeting?	Do you have a limit on the amount of Proclamations presented at a Commission Meeting? If so, how many?	Does your City/Town recognize Students/Teachers/Athletes? If so, how often (monthly, yearly, etc.)?	Notes
City of Coconut Creek	52,909	Presentations/Recognitions are approved by the City Manager before going on an agenda. Coconut Creek City Charter: Section 402. - Powers and Duties of the City Manager. (i.)The City Manager shall have the exclusive authority to place matters on the City Commission agenda, except in those instances where a majority of the Commission members at a regular meeting, special meeting, or workshop agree to place a matter on the City Commission agenda.	We do not have specific start times or limitation on time for presentations. However, by consensus of the Commission at our May 26 meeting, a time certain of 7:30 was implemented for items on the Regular Agenda. Allowed at any meeting.	No	We annually recognize students at two separate meetings; one meeting is for recognizing the top students from each school in the City, and the other is to recognize artwork by students displayed at City Hall.	
City of Coral Springs	121,096	Yes, organized by our Community Relations Department – not by the City Clerk's department.	Recognitions/Proclamations/Presentations begin right after the Pledge of Allegiance. They are allowed at any regular meeting.	5 or less (included in total)	Yes, usually during most meetings of the school year. We have many schools in the City.	Most often, our City Commission meetings last approximately an hour, both morning and evening. E-mail from HR Director, dated 2/19/16, said the Mayor had requested that we do our best to limit the number of recognitions to three at each meeting.
City of Dania Beach	29,639	No	Presentations are Item #3 on the Agenda, following Call to Order/Roll Call, and Moment of Silence and Pledge of Allegiance; allowed at any meeting. No limit.	No	Yes; whenever a Commissioner wants.	
Town of Davie	91,992	Presentations are either scheduled for meetings by our Council Members, employees or outside agencies. Outside agencies reach out to the Clerk's Office if they wish to present at a meeting, we then consult with our Administrator who ultimately approves which meeting they will present on.	Presentations are at the beginning of each meeting as needed (No time limit). There are no set limits to how many are at a meeting/what meeting they do presentations at. In general if we have a large agenda the Administrator has the discretion to ask a presenter to move it to another date and if they agree we will do so but there is no set limit.	No	Yes, again, no set time it just happens as events occur. It could be one meeting a month or both meetings, just as needed.	

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City of Deerfield Beach	75,018	No; we pretty much try to accommodate everyone who asks to do a presentation. However, the presentation has to be approved by the City Manager's Office and if there is a PowerPoint or anything regarding a presenter using a USB drive or other objects, it has to be seen and approved prior to the meeting. And as far as the certificates of recognition, most of the time the recognitions are requested by the Commission to present to an individual or business.	They are presented after the Quasi-Judicial items; therefore, it goes call to order, moment of silence and pledge of allegiance, approval of commission and board minutes, approval of agenda, quasi-judicial, presentations, audience to be heard, consent, general and then comments by the Mayor and City Commissioners. They are scheduled based on when they are submitted, i.e. sometimes we have some and other times we have none.	We don't have a limit on the amount; however, we just implemented the attached resolution regarding new guidelines.	See Resolution for new guidelines.	
City of Fort Lauderdale	165,521	The City of Fort Lauderdale does not have a protocol or written policy for Presentations/Recognitions, but we do have a form we ask staff to complete to help us draft the agenda item and the proclamation. The presentation portion of our meeting encompasses all types of presentations (awards, commendations, proclamations and recognitions, etc.).	No. We start our meetings with the invocation, then the pledge, then roll call, then the approval of the minutes and agenda, and then we move to the Presentation portion of the meeting. There is no time limit. Presentations are allowed at every meeting and there is no limit as to how many are on the agenda. However, the Commission Coordinator tries not to have too many on one agenda. Occasionally, we have as many as 10.	The City has no limit.	Yes and there is no set timeframe.	
City of Hallandale Beach	37,113	City of Hallandale Beach has a Protocol Manual which briefly speaks to said segments of the agenda. (COPY)	Presentations are not time certain, are allowed at any meeting, and there are no limited number presentations.	No limits; see notes.	Yes, we recognize students monthly and every once in a while we will recognize teachers.	All proclamations/certificates of recognitions shall be placed on the agenda at the discretion of the Mayor and only after advance notification to the City Commission.
City of Hollywood	140,768	All presentations for awards and recognitions are a time certain at 1:00 PM on the agenda. Meetings start at 1:00 PM, so after roll call and approving the consent agenda, the 1:00 PM time certain Presentations, Proclamations & Awards are next.	At 1:00 PM, on both regular monthly meetings. No limit on the number.	The Mayor is the only person who authorizes a proclamation to be placed on the agenda.	Yes, the city recognizes students/teacher/ athletes if they have won a major award.	

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City of Lauderhill	66,887	<p>Recognitions and Presentation are placed on commission agenda by Mayor/Commission or at request of City Manager. (Sec. 2-163 of Code of Ordinances)</p> <ul style="list-style-type: none"> General Presentations shall not exceed five (5) minutes Special Presentations that are requested by, on behalf of, or paid for by the city shall not be subject to the five minute limitation. Time limits may be increased with consensus of commission. 	<p>Attached is Ord. 14O-01-101 stating the order of business for Commission Agendas. Presentations are restricted to time as referenced above. We do however try to limit the amount of presentations if we have several presentations on one agenda. That is not a policy.</p>	No	<p>Yes. These are not set for specific times of year. They are requested by Commission or staff and handled under the general or special presentation category on agenda.</p>	Ordinance for reference.
City of Lighthouse Point	10,344	<p>We do not have a written policy. Any presentations/recognitions are done at the beginning of the meeting, after Roll Call.</p>	<p>We try to limit the amount of presentations, but do not have a formal policy. They are at the beginning of the meeting and may come back for another presentation if the Commission requests.</p>	No	Rarely	
City of North Lauderdale	41,023	<p>We do presentations/recognitions at the beginning of our Agenda after Minutes are approved and before public discussion: Invocation and Pledge of Allegiance, Roll Call, Approval of Minutes, Presentations, Proclamations and Public Discussion.</p>	<p>Allowed at any meeting, no limits to how many, usually we limit presentations to no more than 10 minutes.</p>	<p>Proclamations are usually no more than 3-4 per meeting. Clerk reads Proclamations; Mayor presents and if a recipient is present they usually get a photo with the Commission.</p>	<p>At the request of a school or Commissioner we do usually at the end of the school year. It varies.</p>	<p>Sec. 2-33. - Procedures, issuance of proclamations, keys to the city, etc. (a) Procedures. The governing body hereby establishes a procedure to be adhered to by the governing body, including the mayor, relative, but not limited to, the issuance of proclamations, the issuance of keys to the city, awards, certificates and other ceremonial items or documents. (b) Submission of items. Members of the governing body, including the mayor, shall submit proposed proclamations as well as proposals for any other ceremonial items or documents to the city manager's office no later than seven calendar days prior to the next regularly scheduled meeting of the governing body. (c) Reading by the clerk. Proclamations and other ceremonial items or documents shall be read by the mayor and issued by the city clerk.</p>

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City of Oakland Park	41,363	See Rules of Procedure.	No recognition of employees. We have a contract with BSO so there is no Officer of the month awards.	City Clerk can limit Proclamations (sometimes send letters instead from Mayor).	Students recognized quarterly at a Commission Meeting (School Advisory board handles to a degree). City Clerk places on the Agenda depending on the amount of items.	
City of Parkland	23,962	Proclamations and Recognitions take a total of about 20-30 minutes. Presentations or public comment on items that are not on the agenda, are limited to 3 minutes. Presentations by staff or vendors is not limited, however, the Mayor does a good job of handling them. Staff is also required to manage their respective speaker and keep them on track	All at the beginning of the meeting. If it's not on the agenda, then it's limited to 3 minutes. In an effort to limit this, our proclamations and recognitions are limited to people who have a Parkland connection. And they must have a rep present to receive. Presentations are coordinated by PIO and they are at every meeting.	We limit them to 5 per meeting, and prepare a script for the Mayor to read.	We are all about the kids in Parkland. Every meeting we have a group, two or even 5. At the end, the Mayor says "If you only came for the presentation portion of the meeting, now is an excellent time to exit." Then we proceed with the meeting and usually get one or two residents.	Resident Recognition Document included.
City of Plantation	84,955	Employee service awards/proclamations/recognitions are always heard at the second meeting of the month at the beginning of the meeting.	I don't believe there is a formal policy regarding presentations. However, we try to limit presentations to 10 mins. They are allowed at any meeting. There is no limit to the number of presentations on the agenda. The council has the ability to decline seeing presentations (this happened at our last meeting).	There is no limit to proclamations.	Yes, recognition is given to Plantation students for winning essay contests and those who receive scholarships from the Plantation Women's Club.	

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City of Sunrise	84,439	They are scheduled by our City Manager when he finalizes the agenda. We have no policy/protocol/or resolution.	Our presentations/proclamations/recognitions all come under “Special Items” on our agenda. We have Consent Agenda, then Special Items, so most of the people present for this always come at the beginning of the meeting. We have “Special Items” at every meeting, there is not limit. A few weeks ago we had 13 on the agenda, and it lasted two hours.	No limit.	Yes- see notes	<p>We have “Teacher of the Month,” and recognize one teacher from each of our school during the school year, September – June. Some months, because there isn’t enough time in just 10 months, we have two Teacher of the Month items for two different schools.</p> <p>We recognize students: Safety Patrol at the end of the school year. Sunrise Leadership Academy in May. Student Council members (sometimes it’s called Student Government Day) annually. Chess is a big one in our City, thanks to Mayor Ryan, and there are frequently things related to this. We sometimes have various clubs from Sunrise schools recognized for outstanding programs or recognitions, etc. Also poster contests are popular with the elementary schools, and winners are often announced under Special Items.</p> <p>Athletes are honored, usually when there is a substantial victory related to the team. Recently, two of our girls’ soccer teams won the State Championship for their age level.</p> <p>We also do Employee of the Month, Officer of the Month and Firefighter of the Month, every month.</p>
City of Tamarac	60,427	City Manager sets Agenda, final say on how many items go on the Agenda.	n/a	n/a	No Students/Athletes awards. Employee Service Awards done a few times a year.	They have one workshop per month that starts at 9:30 a.m. Almost all the items go on as Consent. For Relay for Life for example, they didn't give out plaques- just send certificates.
City of Wilton Manors	11,632	NO PROTOCOL				