

## **RESOLUTION 26-02**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARCO ISLAND, FLORIDA, ADOPTING AN ADMINISTRATIVE POLICY AND PROCEDURE GOVERNING THE ISSUANCE OF CITY PROCLAMATIONS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Marco Island regularly receives requests for proclamations from individuals and organizations both within and outside the community; and

**WHEREAS**, proclamations are ceremonial in nature, do not have legislative effect, and are intended to recognize events, achievements, causes, or occasions of significance to the Marco Island community; and

**WHEREAS**, the City Council desires to ensure that proclamations are issued in a consistent, fair, and transparent manner, and that such proclamations do not imply endorsement of commercial, political, ideological, or other inappropriate matters; and

**WHEREAS**, the City Clerk's Office has historically coordinated proclamation requests subject to review and approval by the Chairperson of the City Council; and

**WHEREAS**, the City Council finds it to be in the best interest of the City to formally adopt an Administrative Policy and Procedure establishing clear criteria, limitations, and processes for the submission, review, approval, and presentation of proclamations; and

**WHEREAS**, the proposed Proclamation Policy sets forth the purpose, subject-matter criteria, prohibited uses, submission requirements, review procedures, and approval authority for proclamations issued by the City of Marco Island.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARCO ISLAND, FLORIDA, THAT:**

**Section 1.** Recitals. The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2.** Adoption of Policy. The City Council hereby adopts the Administrative Policy and Procedures entitled "Proclamation Policy," designated as Policy No. PER-21, as attached hereto and incorporated herein by reference, governing the issuance of City proclamations.

**Section 3.** Administration. The City Clerk's Office shall be responsible for administering the Proclamation Policy, including receiving and reviewing requests, coordinating with requestors, and preparing proclamations, subject to the review and approval authority of the Chairperson of the City Council, as set forth in the Policy.

**Section 4.** Authority and Discretion. The Chairperson of the City Council retains the authority to approve or deny proclamation requests, with or without cause.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF MARCO ISLAND, FLORIDA, this 20th day of January, 2026.

**ATTEST:**

**CITY OF MARCO ISLAND, FLORIDA**

\_\_\_\_\_  
Joan Taylor, City Clerk

By: \_\_\_\_\_  
Darrin Palumbo, Chairman

Approved as to form and legal sufficiency:

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David Tolces, Assistant City Attorney