



CITY COUNCIL

CITY AND COUNTY OF HONOLULU
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January 13, 2015

MEMORANDUM

TO: ALL COUNCILMEMBERS
FROM: COUNCIL CHAIR ERNEST Y. MARTIN
SUBJECT: HONORARY CERTIFICATES

Honorary Certificates provide the City Council a way to honor and congratulate individuals and organizations that contribute outstanding community service and exemplify exceptional characteristics worthy of recognition.

As we begin this year with the welcomed addition of two new Councilmembers, this memorandum serves to reiterate the Council's policy and procedures on Honorary Certificates (HC):

There are two types of HCs: Council Floor presentations and Outside presentations. Councilmembers are limited to 60 HCs per year (includes Council floor and outside presentations). Any excess shall be charged to the Councilmember's personal contingency allotment at \$5 per certificate.

- ◆ **Notice of Intent** - Please complete a Notice of Intent (see attached) for each HC following the guidelines listed on the form. Email the Intent form to Pearlene Otto, Vicki Chung, and Joanne Tachibana of the City Clerk's Office.
- ◆ The introducer on the HC will be the Councilmember submitting the Notice of Intent and any other councilmember(s) will be Co-Introducer(s).

- ❖ The email "sent" date is the official receipt date of the intent form. This date will be used to determine the Introducer if multiple intents are sent for the same recipient.
 - ❖ Provide the HC recipient's name and a summary of the recognition.
 - ❖ Indicate if the certificate is for Council Floor or Outside presentation.
 - ❖ Presentation date must be indicated on the Notice of Intent.
 - ❖ Requests for additional copies of standard-sized certificates should be noted on the Notice of Intent form.
 - ❖ Printing of reduced-sized certificates shall be the responsibility of each office to prepare. Certificate folders and the seals for these reduced-sized certificates are available from Council Administration Services.
- ◆ **Text for HCs** – The text for all certificates should be completed following these guidelines and emailed to Pearlene Otto, Vicki Chung, and Joanne Tachibana in the City Clerk's Office.
- ❖ Text should be in MS Word, Arial 11 font and size.
 - ❖ All HC text should be print ready for placement on the HC parchment paper.
 - ❖ The printed HCs will be placed in a blue presentation folder with a seal and ribbon ready for attachment and given to the Introducer to obtain signatures.
 - ❖ Reprints requested by a councilmember may be counted towards their yearly total.
 - ❖ Deadlines for submission of text are as follows:
 - **Council Floor Presentation** – Deadline for emailing text is at 4 p.m. on Thursday prior to Council meeting day. Councilmembers' staff is responsible for obtaining signatures.

- **Outside Presentation** – Deadline for emailing text is at least two days prior to the event. Councilmembers' staff is responsible for obtaining signatures.

◆ **Council Floor Presentation**

A total of nine HCs is recommended for presentation at each Program which allows for one HC per councilmember. **Any exceptions to the number of HCs or the order must be approved by the Council Chair.**

- ❖ Each Councilmember may orally present one HC at the Program. A certificate may honor a single person or organization or may be combined to honor a group of individuals or agencies, but a Councilmember shall make only one presentation.
 - Councilmembers may give their slots to another councilmember so long as the total number of certificates presented does not exceed nine per Program. Co-introducing a certificate is not an exemption from this limit.
 - Oral presentations whether by multiple introducers or for multiple honorees should be limited to five minutes per certificate.
 - Exceptions to the limit will be made for City retirees. Currently, the Councilmember in whose district a retiree resides presents the certificate to the retiree.
- ❖ The HC program order will be determined by the date the certificate text is received.
- ❖ To better utilize the Council's time on meeting dates, the following are procedures for presentation of HCs:
 - Picture taking will start at 8:30 a.m. and members are urged to be present with their honorees at this time.
 - Presentation of HCs will begin promptly at 9 a.m.

- ❖ Each Councilmember presenting a certificate must have an assigned staff member present to greet their honoree at 8:30 a.m. or the time the honoree is asked to be present.
- ❖ Assigned staff should work with the City Clerk's office staff for the following:
 - Organize and direct their honoree into the "well" for picture taking.
 - Prepare the honoree to enter the "well" just before it is their turn for the presentation through the Diamond Head gate.
 - Direct the honoree to exit the "well" through the Ewa side gate.

◆ **HC Council Floor Presentation Photographs**

- ❖ Within a week after the HC program, the City's design and print center will transmit the file of the finalized photographs on the template frame and with the honoree name(s) to the City Clerk's Office.
- ❖ The City Clerk's Office will review, then email the file of photographs to Councilmember's offices via secretaries and senior advisors.

Mahalo for your cooperation. If you have any questions or concerns regarding this matter, please contact my Executive Assistant, Laura Figueira at extension 85034.

cc: City Clerk

HONORARY CERTIFICATE NOTICE OF INTENT

Please fill in the following form and email to potto1@honolulu.gov
and
cc: Vicki Chung and Joanne Tachibana

Councilmember(s)	
Recipient(s)	
Summary of Certificate	
Staff Contact Person & Ext. No.	
Council Floor Presentation Date	Please indicate the estimated number of individuals for picture taking purposes _____.
(Text due Thurs. prior to Wed. meeting) OR	
Outside Presentation Date	
(Text due two working days prior)	
No. of additional Certificates	

REMINDERS:

1. Be sure your email is addressed to all in the above-listed Clerk's Office staff to ensure your certificate is processed.
2. Your email "sent" date is the official receipt date of the intent form.
3. Text for certificates should be in MS Word, Arial 11.
4. The order of program presentation is determined by email "sent" date of text (not intent form).
5. Honorees should be present in the Council Chamber by 8:30 am for picture taking.
6. Presentation of certificates begins promptly at 9 am.
7. Total number of certificate presentation may not exceed 9 per meeting. (1 per councilmember or councilmember may give their slot to another councilmember so long as the total number of certificate presentations does not exceed 9 per meeting.)
8. Oral presentation whether by multiple introducers or for multiple honorees should not exceed 5 minutes.
9. Total number of HCs (including Council and Outside presentation) per councilmember is 60 per year.
10. Councilmembers will be charged \$5.00 from their contingency allowance for each Certificate over the 60 allowed.