

MEMORANDUM

Agenda Item No. 11(A)(12)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: April 5, 2022

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution adopting certain
procedures and requirements
applicable to official Miami-
Dade County proclamations and
other recognitions

Resolution No. R-339-22

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Chairman Jose "Pepe" Diaz.


Geri Bonzon-Keenan
County Attorney

GBK/jp



MEMORANDUM (Revised)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

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County Attorney

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Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☒ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 11(A)(12)
4-5-22

RESOLUTION NO. _____ R-339-22

RESOLUTION ADOPTING CERTAIN PROCEDURES AND
REQUIREMENTS APPLICABLE TO OFFICIAL MIAMI-DADE
COUNTY PROCLAMATIONS AND OTHER RECOGNITIONS

WHEREAS, the Protocol Division operates under the Office of the Chairperson of the County Commission and works with County Commissioners and the County Mayor to honor visiting dignitaries, extraordinary civic achievements, and outstanding individual or group contributions to the economic, social, and cultural well-being of Miami-Dade County; and

WHEREAS, the Protocol Division assists County Commissioners and the County Mayor in preparing appropriate official documents of tribute for formal presentations encompassing a vast assortment of functions of local, national, and international consequence; and

WHEREAS, these documents of tribute bear the official County seal and typically include the signature of one or more County Commissioners and the County Mayor, depending on the occasion and purpose of the recognition; and

WHEREAS, by virtue of their official nature, these instruments bestow County recognition upon an individual or event in an official manner; and

WHEREAS, there are several types of awards and honors for formal presentations, including proclamations, commendations, sympathy resolutions, certificates of appreciation, and distinguished visitor certificates; and

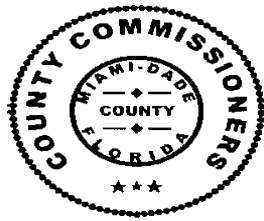
WHEREAS, to ensure that such awards and honors officially issued by the County are handled and processed consistently and uniformly, this Board wishes to adopt certain procedures and requirements,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board adopts the following procedures and requirements that shall be applicable to all official Miami-Dade County proclamations, commendations, sympathy resolutions, certificates of appreciation, and distinguished visitor certificates (collectively, “recognitions”) requested by the Board, individual County Commissioners, or the County Mayor: 1) all requests for such recognitions shall be submitted in writing to the Protocol Division; 2) requests for recognitions that relate solely to a particular County Commission District must be made by, or with the written consent of, the County Commissioner of such District; 3) the Protocol Division shall process such requests in the order received, with the first requester for a particular recognition receiving precedence over subsequent requests for the same recognition; and 4) all recognitions must, at a minimum, be signed by the Chairperson of the County Commission and the County Mayor. Recognitions that do not follow or adhere to the above-referenced procedures and requirements shall not be deemed official.

The Prime Sponsor of the foregoing resolution is Chairman Jose “Pepe” Diaz. It was offered by Commissioner **Rebeca Sosa**, who moved its adoption. The motion was seconded by Commissioner **Oliver G. Gilbert, III** and upon being put to a vote, the vote was as follows:

	Jose “Pepe” Diaz, Chairman	aye
	Oliver G. Gilbert, III, Vice-Chairman	aye
Sen. René García	aye	Keon Hardemon aye
Sally A. Heyman	aye	Danielle Cohen Higgins aye
Eileen Higgins	aye	Joe A. Martinez aye
Kionne L. McGhee	aye	Jean Monestime aye
Raquel A. Regalado	aye	Rebeca Sosa aye
Sen. Javier D. Souto	aye	

The Chairperson thereupon declared this resolution duly passed and adopted this 5th day of April, 2022. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

Basia Pruna

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

James Eddie Kirtley

A handwritten signature in blue ink, appearing to read "James", is written over a horizontal line.