

Exhibit A

City of Seabrook Ceremonial Documents Policies and Procedures

Purpose: The City of Seabrook recognizes the importance of commemorating significant events, achievements, and causes that contribute to the vitality and spirit of our community. Ceremonial documents are reserved for people, places or events that positively contribute to the economic, social, and/or cultural fabric of the City of Seabrook.

Scope: This policy applies to all requests for ceremonial documents submitted to the City of Seabrook by individuals, organizations, or groups within or outside the city limits.

Proclamations

Eligibility: Proclamations may be issued for events, achievements, or causes that align with the values and priorities of the City of Seabrook. Requests must demonstrate relevance to the community and contribute positively to its welfare.

Types of Proclamations: The Mayor may issue proclamations recognizing, but not limited to, the following:

- Civic milestones and anniversaries of Seabrook-based institutions
- Cultural celebrations and heritage months
- Local, state, or national recognition of an awareness day, week, or month for a cause that directly affects or impacts Seabrook citizens.
- Awareness campaigns and public health initiatives
- Contributions of individuals or organizations to the City of Seabrook
- Significant events in Seabrook or benefiting the citizens of Seabrook

Certificates of Appreciation and Recognition

Eligibility: A certificate is an official City of Seabrook document that is issued for the following events:

- Civic celebrations in Seabrook
- Fund-raisers benefiting the citizens of Seabrook
- Honorary Citizenship - foreign dignitaries, prominent individuals, entertainers, or artists
- Outstanding contributions to the City and citizens of Seabrook
- Heroism
- Significant birthdays (starting at 90th birthdays and the years thereafter) of Seabrook resident

Eco-Star Award

Eligibility: A gold leaf award is recommended through the Open Space and Trails Committee, and awarded by the Mayor, for substantial contributions of funds, volunteer efforts, and/or installations that enhance Seabrook's parks, trails, and open spaces. It is presented and then hung on the tree in the lobby at City Hall.

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Issuance of Proclamations, Awards, and Certificates

Approved proclamations, awards or certificates will be prepared by the Office of the City Secretary.

Proclamations, awards and certificates will be presented to the requester or designated representative at a City Council meeting.

Required information

A brief summary about the occasion, organization, or individual to be honored and their accomplishments, involvement or impact on the community, date of recognition or event, type of event planned, and any other significant information relevant to the request.

Submission Process

Requests for ceremonial documents must be submitted in writing to the Office of the City Secretary at least 30 days prior to the desired proclamation date or certificate date.

The request should include:

- Name of the individual or organization making the request
- Purpose of the proclamation or certificate
- Proposed proclamation language, if available
- Date of the event or occasion being recognized
- Contact information of the requester

Review and Approval

The Office of the City Secretary will review each request for completeness and compliance with the ceremonial document policy.

Requests meeting the eligibility criteria will be forwarded to the Mayor for consideration.

Discretion

The Mayor reserves the right to modify or decline ceremonial document requests that do not align with the city's values, policies, or legal requirements.

The Mayor may approve or deny requests based on his/her discretion and the merits of the request.

Contact Information

For questions or assistance regarding proclamation requests, please contact the Office of the City Secretary.

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Amendment

This proclamation policy may be amended by resolution of the City Council.

This policy outlines the procedures and criteria for requesting and issuing ceremonial documents in the City of Seabrook, ensuring transparency, fairness, and alignment with the city's values and priorities.