

TOWN OF WELLESLEY



MASSACHUSETTS

SELECT BOARD

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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

Select Board Guidelines and Procedures for Resolutions and Citation Requests

The Wellesley Select Board issues resolutions to recognize the significant milestones and achievements of individuals and non-profit organizations in our community and to honor occasions of significance in our Town. Citation certificates may be requested to recognize achievements or significant milestone celebrations for businesses in Wellesley. Proposed resolution and citation requests are reviewed on a case-by-case basis and are issued based on their compliance with the below guidelines. The Select Board reserves the right to decline requests at its sole discretion.

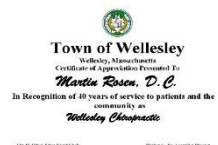
Resolution Guidelines

Resolutions may be requested to recognize significant events, ceremonies, or milestone celebrations for individuals or non-profit organizations within the Wellesley community. Resolutions are intended to foster good will and provide educational value for the community, and are signed by the Select Board. These may include:

- Recognition for organizations marking milestone anniversaries or achievements
- Recognition for key events such as Arbor Day, Town of Wellesley birthdays, or other occasions of significance in Town
- Recognition for individuals marking special honors or achievements such as a retirement, milestone birthday of 100-years or older, or in memoriam

Citation Certificate Guidelines

Citation certificates may be requested to recognize achievements or milestone celebrations for businesses in Wellesley. These citations are for recognition only and are not an endorsement of any business. Certificates are generally signed by the Select Board Chair and Town Executive Director. Citations are NOT read into the meeting record; the Select Board Office will keep an index of citations for reference.



- Citations are for Wellesley businesses marking significant achievements or major milestone celebrations such as business anniversaries
- Citations are issued using a certificate format

Process for Requesting Resolutions and Citations

Requests for resolutions and citations should be submitted to the Select Board Office at least **30 days in advance of the date needed.**

Resolution requests must be submitted with advance notice, by completing the online “Resolution Request Form” or by emailing the Public Information Officer/Select Board Office.

- Requests should contain complete and accurate background information including:
 - Exact name, title, and/or date of individual, occasion, or celebration;
 - Complete proposed text, following the “Whereas” format, and including facts about the individual, occasion, or celebration;
 - Requestor name, email address, phone number, and mailing address
 - Date by which the resolution is needed
- Resolutions are NOT automatically reissued each year. Recurring requests must be submitted every year; please be sure to include and highlight any new or updated information.
- Resolutions are signed by the current Select Board members and are voted into the Select Board meeting record at a Select Board public meeting before being issued, except for those recognizing milestone birthdays, retirements, or In Memoriam resolutions.

Citation requests must be submitted with advance notice, by completing the online “Citation Request Form” or by emailing the Public Information Officer/Select Board Office and contain:

- The exact name, title, business name to be recognized
- Specific achievement or milestone celebration
- Requestor name, email address, phone number, and mailing address
- Date by which the citation is needed
- Citation certificates are not read into the Select Board meeting record.

PLEASE NOTE: Submitted information will be edited for readability, grammar, formatting and length.

Resolution and Citation Pick up

Once a resolution or citation request has been processed, the requestor will be contacted.

- **Pick up:** Resolutions or citations can be picked up in the Select Board Office, 3rd Floor, Wellesley Town Hall or at the temporary Select Board Office, 888 Worcester Street, Suite 120.
- **Mail:** If you provided a mailing address, resolutions or citations will be mailed to that address.

- **Hand-delivery/Presentation:** Requestors are responsible for any resolution or citation that is to be presented or hand-delivered to a recipient, unless a prior arrangement has been made with the Select Board Office.

APPROVED BY SELECT BOARD

October 18, 2022

Chair Lise M. Olney



Vice Chair Thomas H. Ulfelder



Beth Sullivan Woods



Colette E. Aufranc



Ann-Mara S. Lanza

