

## Community Recognition Commission Procedures

### Schedule of CRC Meetings

CRC Meetings will be held quarterly on the third Wednesday of February, May, August and November to coincide with the application and selection periods for the Ruhkala Awards and the Wall of Recognition. The agenda for each meeting is recommended to include the following items:

1. February
  - a. Appoint a Chair and Vice-Chair of the CRC for the next 12 months
  - b. Vote on Ruhkala Awards honorees
2. May
  - a. Recap of the year's Ruhkala Awards activities
  - b. Discuss community outreach for Wall of Recognition nominations
3. August
  - a. Vote on the Wall of Recognition honoree
4. November
  - a. Discuss community outreach for the following year's Ruhkala Awards
  - b. Recap on the year's Wall of Recognition activities

\*If a regular CRC meeting falls on a legal holiday or the Wednesday before Thanksgiving, the regular meeting will be cancelled and a special meeting will be scheduled in the window of time 14 days before, or 14 days after, the cancelled regular meeting.

### Ruhkala Community Service Awards

The City of Rocklin created the Ruhkala Community Service Awards to honor Roy and Peggy Ruhkala, who worked for the betterment of the Rocklin community for more than 40 years.

The Ruhkala Awards recognize recent community service efforts of members of the Rocklin community, with the exception of the Pioneer Award, which honors service over an extended period.

The four award categories are listed below:

- **Individual or Couple:** This award honors an individual or couple who have made significant contributions to the City of Rocklin through community service.
- **Business, Group or Service Organization:** This award honors a business, group or service organization that has made significant contributions to the City of Rocklin through community service.
- **Youth Award:** This award honors an individual, 21 years old or younger, or a group or organization whose primary members are 21 years old or younger, that has made significant contributions to the City of Rocklin through community service.

- **Pioneer Award:** This award honors an individual who has made significant contributions to the City of Rocklin through community service over an extended period. This award is intended to recognize long-term commitment to the betterment of Rocklin.

The City Council has the discretion to honor one or more winners annually in each category.

It is recommended that the Ruhkala Community Service Awards are presented at a City Council meeting and celebrated at a separate ceremonial event held in April, which is National Volunteer Month.

Nominations will be accepted electronically via the City of Rocklin website and by hard copy to the City Clerk's office during the annual nomination period. Each year, the nomination period will be announced via the City of Rocklin website and social media page(s). The CRC has the discretion to consider submissions received before or after the application period.

Supplementary information/supporting documents (e.g. letters of recommendation) can be included in the application at the applicant's discretion.

Upon receipt of each nomination, the City Clerk will verify the contact information provided by the nominator. Incorrect or missing information, if not corrected and/or clarified, may cause rejection of the nomination.

After verification by the City Clerk, CRC commissioners will review nominations as they are received. It is the responsibility of each CRC commissioner to consider and research applicants to make an informed decision.

### **Ruhkala Community Service Awards Deliberation Procedures**

The CRC will deliberate on the nominees at a city posted public meeting for that purpose. At the start of the decision-making process, the commission will hear from any members of the public in attendance at the meeting who would like to speak on behalf of any of the nominees. No new nominees can be presented at this time. Once members of the public have spoken, the chairperson will close public commentary.

The CRC has the discretion to move nominees between Ruhkala Award categories, if the commission deems it appropriate.

After public comment is closed, the chairperson will announce the first Ruhkala Award category to be discussed and briefly list the applicants for that category. The chairperson will allow each CRC commissioner to share thoughts about which applicant(s) they feel are most qualified to receive the Ruhkala Award for that category. Each commissioner will be able to speak without interruption, and when he or she are finished, the chairperson will then move on to the next commissioner.

Commissioners can also suggest whether a nominee may be better suited for a different category during their comments.

After each commissioner has spoken, any additional deliberation on applicants can occur. At any point that a commissioner is ready to end discussion, the commissioner may make a motion to select a nominee for the given category. At that point, the motion can be seconded and approved by the majority of the CRC, or the nomination will fail and deliberations will continue.

Once a nominee is selected for a category, the chairperson will move on to the next category.

CRC Ruhkala Award recommendations will be submitted to the City Council for approval. It is recommended City Council consider nominations annually, in March.

### **Wall of Recognition**

Incorporated in 1893, Rocklin has a rich and dynamic history. The Wall of Recognition was created to recognize and permanently commemorate persons, families, business entities, and community groups making significant contributions to the City—contributions that, in a variety of ways, helped shape the character, history, culture, or identity of Rocklin. The Wall should tell a story for anyone observing it. It should become a mosaic of Rocklin for the public to reflect upon, learn, and celebrate.

Each year, the CRC may nominate Wall of Recognition recipient(s) to be added to the commemorative wall. These nominations will be submitted online or in hard copy using a form that is available year-round. Members of the commission are eligible to fill out a nomination for the Wall of Recognition. The nominations will be held open until one week prior to the CRC meeting designated for deliberation, so that the commissioners have time to review the nominations. Nominations will be published to the city website 72 hours prior to the CRC meeting designated for deliberation.

### **Wall of Recognition Deliberation and Award Procedures**

The commission will deliberate on the Wall of Recognition nominees at a city posted public meeting for that purpose. At the start of the decision-making process, the commission will hear from any members of the public in attendance at the meeting who would like to speak on behalf of any of the nominees. No new nominees can be presented at this time, as the nomination window will have closed. Once members of the public have spoken, the chairperson will close public commentary.

Next, the chairperson will briefly list all of the Wall of Recognition nominees to be discussed. The Chairperson will ask each CRC Commissioner to speak about which applicant they feel is most qualified to receive commemoration on the wall. Each commissioner will be able to speak without interruption, and when he or she are finished, the chairperson will then move on to the next commissioner.

The CRC has the discretion to move a nominee from the Ruhkala Awards nomination pool to the Wall of Recognition nomination pool, or vice versa, as deemed appropriate.

After each commissioner has spoken, any additional deliberation on the nominees can occur. At any point that a commissioner is ready to end discussion, the commissioner can make a motion to select a nominee for the Wall of Recognition. At that point, it will be seconded and approved, or the nomination will fail and deliberations will continue.

CRC recommendations for the Wall of Recognition will be submitted to the City Council for approval. It is recommended the CRC's Wall of Recognition recommendations be considered by the City Council in September, with the chosen honoree(s) celebrated at a dedication ceremony and City Council meeting in the fall of each year.