

**AWARDS, CEREMONIES AND PROMOTIONS COMMITTEE MEETING
MONDAY, APRIL 29, 2013, 5:30 P.M.
COUNCIL CONFERENCE ROOM—2ND FLOOR, CITY HALL**

The Audit/Bids/Insurance Committee met on Monday, April 29, 2013, at 5:30 p.m. in the Council Conference Room, 2nd Floor City Hall, Gastonia, North Carolina.

PRESENT: Chairman Jim Gallagher
Councilman Todd Pierceall
Councilman Walt Kimble

STAFF PRESENT: Mr. Ed Munn, City Manager
Mr. Ash Smith, City Attorney
Chief Phil Welch, Gastonia Fire Department

Chairman Gallagher called the meeting to order.

1) Review and Discussion of Guidelines for Public Awards, Recognitions, and Proclamations:

The Committee discussed guidelines for presenting proclamations and certificates to citizens at City Council meetings.

Committee Recommendation: The Committee unanimously agreed to adopt the following guidelines:

- Proclamations are to be limited to five per meeting. Recipients of proclamations will be requested to limit their comments to a maximum of three minutes.
- Requests for proclamations need to be received at least one week prior to the Council meeting.
- Multi-media presentations to be shown during Council meetings should be brief and limited to one per meeting. Additionally, multi-media presentations are to be reviewed and approved by staff prior to the meeting.
- Certificates that can be presented off-site by the Mayor or a Council Member at the location of those requesting recognition is encouraged.

2) Other Related Matters:

With no other items to discuss, the meeting was adjourned at 6:17 p.m.