

COUNCIL POLICY MANUAL

Policy 7.3.21 Recognition of Sunnyvale's Elected and Appointed Officials

POLICY PURPOSE:

This policy is designed to establish procedures for formal recognition of Councilmembers, Mayors, and Board and Commission Members.

POLICY STATEMENT:

1. City Council

- A. Written communications which acknowledge or recognize City Councilmembers (including, but not limited to, City letterhead stationery, Council meeting minutes, news releases and media requests, public information flyers, event invitations, Quarterly Reports, City plaques, General Plan Sub-Elements) shall list those members in the following order: Mayor, followed by Vice Mayor, followed by remaining Councilmembers in order of seniority, by the length of continuous service on the Council. Should two members have equal seniority, the councilmember who received more votes in the most recent election would be determined to have the higher seniority.
- B. For public introductions, the Mayor shall be introduced first, then the Vice Mayor, followed by Councilmembers in random order.
- C. Councilmembers: Outgoing Councilmembers will be presented with a plaque commemorating their service to the City, and a memento(s) of appreciation selected by the Councilmember. The total cost of the plaque and memento(s) shall not exceed the limits established by the Fair Political Practices Commission (FPPC) in effect at the time. Re-elected Councilmembers remaining on Council will be presented with a plaque commemorating their previous term of service. The cost of the plaque shall not exceed the limit established by the FPPC in effect at the time.
- D. Mayor: An outgoing Mayor will be presented with a plaque commemorating their at-large service as Mayor, and a memento(s) of appreciation. The total cost of the plaque and the total cost of the memento(s) shall not exceed the limits established by the Fair Political Practices Commission (FPPC) in effect at the time. A re-elected Mayor remaining on Council will be presented with a plaque commemorating their previous term of service. The cost of the plaque shall not exceed the limit established by the FPPC in effect at the time.

2. Boards and Commissions

An annual event to recognize the service of all Board and Commission Members, as well as residents serving on special ad-hoc committees, shall be coordinated through the Office of the City Manager.

Outgoing Board and Commission members shall receive a certificate of appreciation and a small memento of appreciation. The type of certificates and

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mementos provided are at the discretion of the Office of the City Manager and shall not exceed the gift limit established by the Fair Political Practices Commission in effect at the time.

(Adopted: [No RTC, Council Motion] (8/2/1982); Amended: RTC 00-096 (3/28/2000); (Clerical/clarity update, Policy Update Project 7/2005); Amended RTC 06-376 (11/28/2006); Amended: RTC 08-113 (4/8/08); Amended: Council Motion, Budget Workshop (5/23/2013); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager