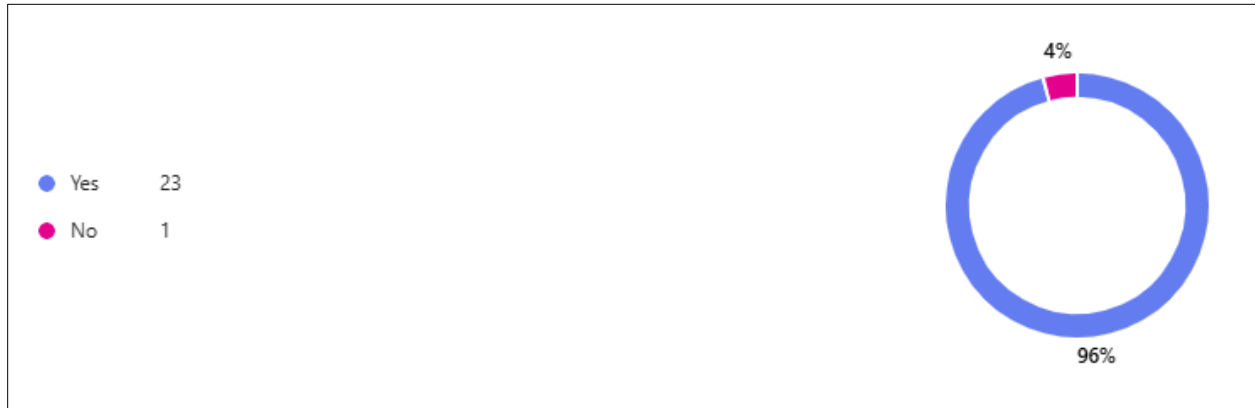
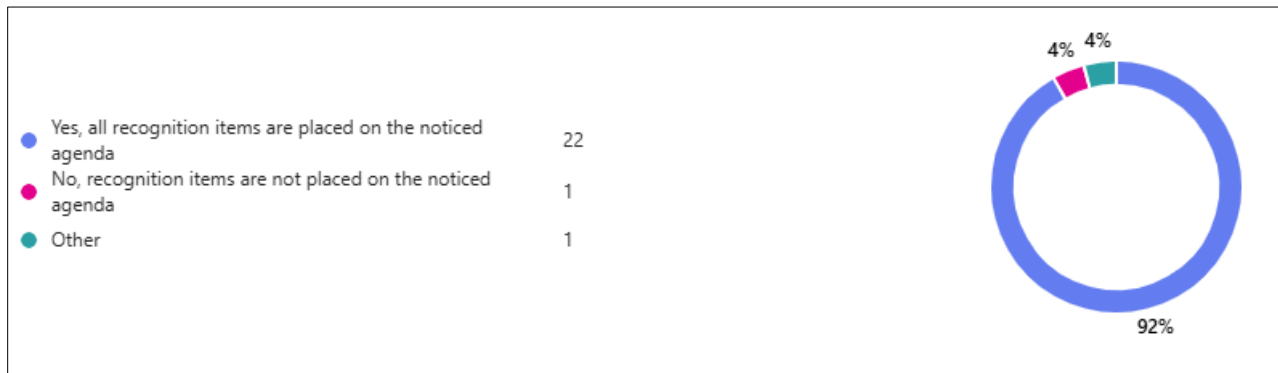


Recognition Practices Survey Results

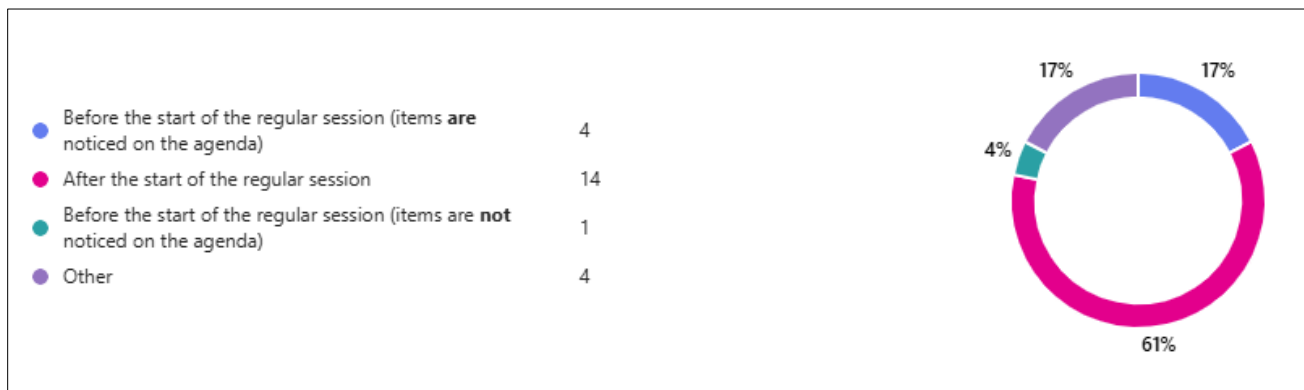
When asked if their agency had a specified agenda section for recognitions, 96% of respondents replied “Yes.”



When asked if recognition items are placed on a noticed agenda, 92% of respondents replied “Yes.”



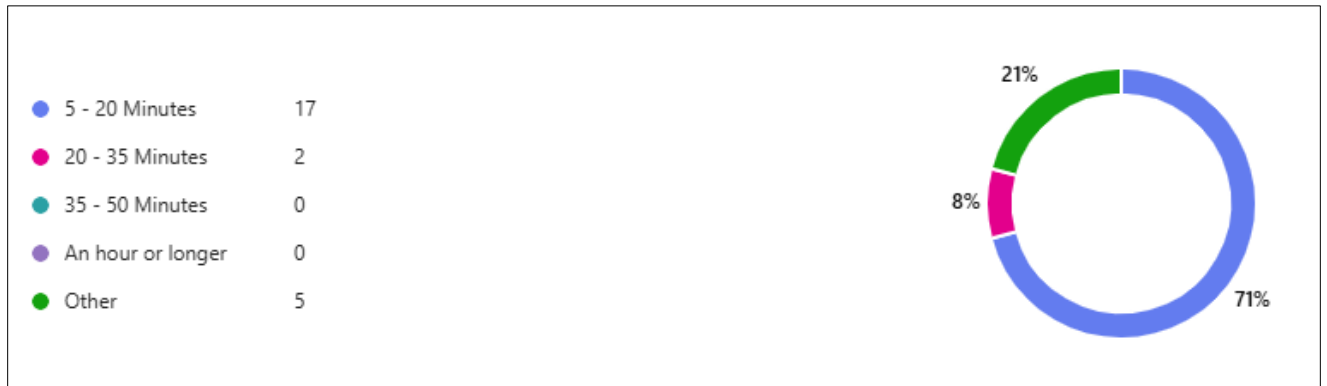
When asked when their agency acknowledges recognition items, 61% of respondents replied that recognitions took place after the start of the Regular session. The “other” responses specified that acknowledgement took place at some point prior to public comment or the consent calendar.



When asked how many recognition items are placed on each agenda and if there was a minimum/maximum number of items allowed on one agenda, many respondents stated that there was no set minimum or maximum number of items allowed on any one agenda and that the preference of recognition items on the agenda was 2-3.

ID	How many recognition items are on each agenda? Is there a minimum or max allowed on one agenda?
1	no set min/max but we try to keep only a few on each agenda as they are time consuming.
2	Typically, 1-2; no max or minimum.
3	No min or maximum although we try to keep it to more than 2-3.
4	Only once or twice a year. It has to be something extraordinary.
5	Only one Proclamation may be issued per Town Council meeting to honor an event, week or month. Certificates of recognition can be more than one and are not limited.
6	We try to schedule no more than 3 recognitions for each meeting. But if the recognition will be lengthy or if there are a lot of people in the group to recognize, we will schedule less.
7	no limit. we've had zero and up to 10 at one meeting.
8	we usually try to limit them to a Maximum of three. sometimes we don't have any for months, then a slew of requests might come in.
9	We try to have no more than 3 proclamations and presentations at a meeting.
10	We don't have a set limit; however, I usually let the mayor know when we have three or more recognition items so he's aware it may extend the recognition portion of the meeting. The mayor generally prefers to keep it to three items or fewer.
11	We try to keep no more than 3 per meeting.
12	Lately we have had proclamations not in recognition of an individual. For example, Breast Cancer Awareness Month, Hispanic Heritage Month, etc. Individual recognition we have had up to two.
13	There are no minimum or maximum number of recognitions.
14	We try not to have more than 2 per meeting.
15	The most we have done is 3 or 4. We have no policy on how many but would try not to have more than 3 or 4.
16	Not more than 3; prefers 2
17	It varies but there is not a maximum. The recognitions are in the Consent Calendar.
18	sometimes none, sometimes one or two
19	It varies. And no maximum amount of items are listed.
20	We typically cap at 2 per meeting
21	No min/max
22	No specific minimum or maximum, though we try to keep it to three or less. Some meetings we have none. The most we've had is four.
23	We don't place recognition items on the agenda and there is no min or max amount. The Council President coordinates with the other Councilmembers to schedule them for specific Council meeting dates.
24	No minimum or maximum, though staff does try to keep it under five per meeting

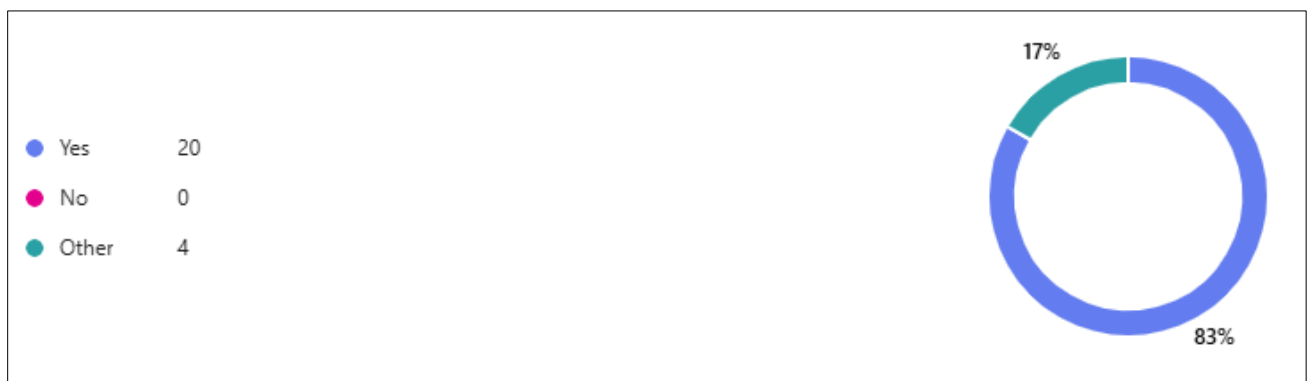
When asked about the total amount of time spent on recognitions at meetings, 71% of respondents specified 5-20 minutes. Some of the “other” responses stated that it is dependent upon the number of recipients or the number of recognitions.



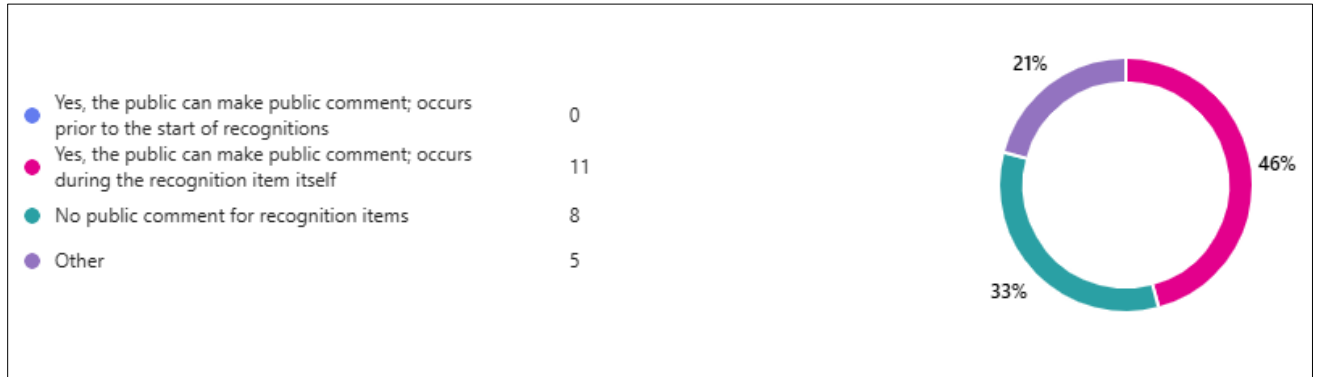
When asked if recognitions are read aloud during the council meeting, 67% of respondents stated “Yes.” Some cities responded that summaries of proclamations are read, or that the recognition is only read if recipients are present at the meeting.



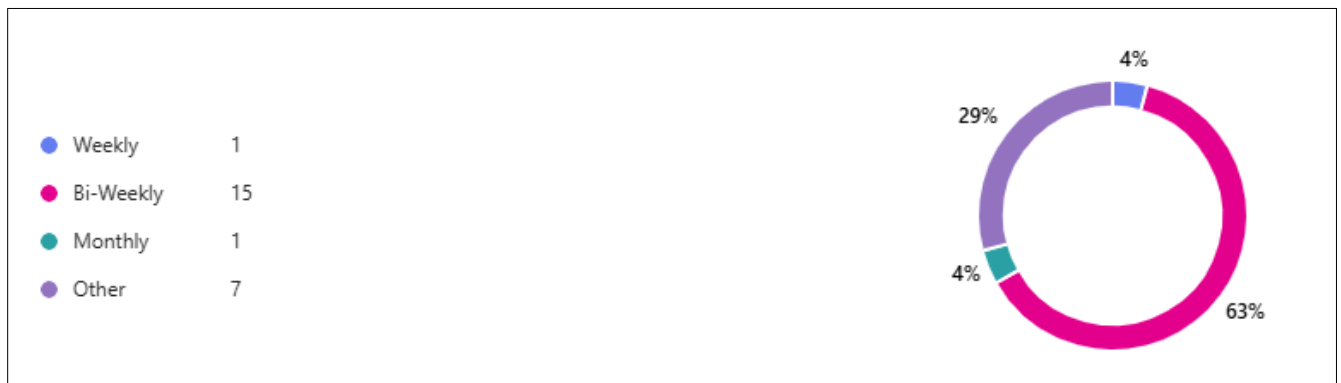
When asked if there were opportunities for the Council and recipients to take photos during the meeting, 83% of respondents replied “Yes.” Some of the “other” responses stated that recipients are asked to arrive 15 minutes prior for photos, or that photos are available upon request.



When asked if public comment is allowed on recognition items and when they occur, 46% of respondents stated that public comment is allowed and happens during the item, which aligns with Culver City's current practices. Some of the "other" responses clarified that public comment on recognition items is rare but would be allowed under the general public comment period.



When asked about the frequency of their council meetings, 63% of respondents stated that their meetings were bi-weekly. The "other" responses specified the day of the week their meetings were held or stated that they held more than two meetings in a week/month.



When asked about the start time of their council meeting, most respondents stated that their meetings began at 7:00 PM.

ID	What time do your meetings start?
1	6PM
2	5:15pm
3	3:30 p.m.
4	6pm
5	3:00 pm
6	7 p.m.
7	6:30pm
8	6:30
9	7:00 PM for the regular meeting.
10	7:00 p.m.
11	5:00 Closed Session 6:00 Open Session
12	6:00 pm, Question 4: they are placed under presentations
13	7:00 p.m.
14	5 pm; if Closed Session is needed, it starts before the Regular Session.
15	7:00 pm
16	6:30 pm
17	7:00 pm
18	4 p.m.
19	2 p.m.
20	5 p.m. for Regular Meetings
21	7 pm
22	5:00 p.m.
23	10 AM
24	7:00 p.m.