



# CITY OF FLORENCE, ALABAMA WALK OF HONOR SELECTION POLICIES AND PROCEDURES

## 1. POLICY STATEMENT

- a. There are numerous current and former citizens of Florence and Lauderdale County who have achieved significant and long term national and international acclaim. However, many of these individuals have not been appropriately recognized for their contributions. Therefore, recognition will be given to honor and perpetuate the name and achievements of deserving individuals through a form of civic recognition.
- b. The name, a condensed biography, and a brief description of the honoree's accomplishment will be displayed on a Walk of Honor in Florence. This tribute will be a permanent display and will promote pride in Florence and Lauderdale County.
- c. The Walk of Honor should not be a duplication or replacement of other local civic recognition programs. If the names of recipients also appear on other forms of civic or public recognition, it will not preclude them from being chosen for the Walk of Honor.
- d. The Mayor's office will have oversight responsibility for the Walk of Honor by coordinating the activities of the Walk of Honor Committee, a community-based committee appointed by the Mayor. The Mayor will designate the number of honorees to be selected in any given year based on budget and space.
- e. Questions and/or clarification regarding these policies and procedures should be directed to the Mayor's Office.

## 2. PURPOSE

The purpose of these policies and procedures is to:

- a. Ensure that persons recognized by the Walk of Honor have made significant contributions at the national or international level, and have brought honor to themselves as well as Florence and Lauderdale County.
- b. Establish guidelines for the nomination of candidates for the Walk of Honor.
- c. Establish uniform procedures for the selection of individuals for Walk of Honor recognition that are fair, objective and consistent.

### **3. AREAS OF ACCOMPLISHMENT**

The following is a list, not all-inclusive, of areas in which Lauderdale County citizens have made significant contributions at the national or international level:

- Agriculture
- Art
- Athletics
- Business
- Education
- Government
- Humanities
- Literature
- Medical
- Military
- Music
- Public Service
- Religion
- Science & Technology

### **4. INDUCTION CRITERIA**

Individuals nominated for Walk of Honor recognition will be evaluated based on the following criteria:

#### **a. Mandatory Requirements**

- (1) National or international achievement
- (2) Lauderdale County residency status shall be a minimum of one of the following:
  - (a) Born in Lauderdale County
  - (b) A resident of Lauderdale County at the time the contribution was made
  - (c) A former resident of Lauderdale County for a minimum of three years
  - (d) A current resident of Lauderdale County for a minimum of three years at the time the nomination for the recognition is submitted

#### **b. Other Considerations**

- (1) Quality (value) of the achievement
- (2) Enduring value of the achievement
- (3) The display of positive ambassadorship or leadership by the nominee
- (4) The degree to which the individual has been a role model
- (5) Level of recognition the candidate has given Florence and Lauderdale County through national and international media exposure

5. **PROCEDURES FOR NOMINATING AN INDIVIDUAL TO BE HONORED**

- a. Nomination of an individual for Walk of Honor recognition shall be made in writing to the Mayor's Office and contain the most comprehensive data possible concerning the record and merit of each nominee.
- a. In order to standardize nominations, a nomination form will be used (see attached).
- b. Nominations for Walk of Honor recognition may be made by members of the general public.
- c. The Mayor's office may actively solicit nominations by informing the public of the procedures for submitting a nomination and specifying a time frame for submission.
- d. All submittals, whether from an individual or an organization, must include the name and address of the submitter. No anonymous submittals will be accepted.
- e. All suggestions will be given the same considerations without regard to the nomination source.
- f. Nominations may be accepted posthumously.
- g. Nominees that do not meet the criteria listed herein will be rejected. Incomplete nomination form(s) may be returned for additional information.

6. **ESTABLISHMENT OF THE INAUGURAL LIST OF HONOREES**

- a. The Ad Hoc Committee was appointed by Mayor Bobby Irons on June 12, 2006, to organize a Walk of Honor to establish the inaugural list of nominees for Walk of Honor recognition.
- b. The criteria set forth in Section 4 and procedures in Section 7 will be followed in establishing the inaugural list of honorees.
- c. The final decision regarding an inductee rests with a simple majority vote of the full Committee.
- d. The Committee has the authority and exclusive right to make the final selections.

**7. PROCEDURES FOR PERIODIC SELECTION OF INDIVIDUALS TO BE HONORED**

- a. A Selection Committee, consisting of 12 members will be appointed by the Mayor.
- b. Nomination form(s) will be submitted to the Mayor's Office.
- c. The person or group submitting a nomination will document the reasons for the particular nomination and the contribution the individual made at the national or international level. The Chairperson of the Selection Committee may request additional information regarding any nominee being considered.
- d. Members of the Walk of Honor Selection Committee may make nominations, but any such nomination shall be handled as if coming from the general public.
- e. The Mayor will convene a meeting of the Selection Committee and forward the nomination forms to the Committee.
- f. The Committee will review the nomination materials utilizing the criteria set forth in Section 4 and select individuals to be given Walk of Honor recognition.
- g. The Selection Committee has the authority and exclusive right to make the final selections.
- h. Nominations not selected in a given year will be retained on file and may be considered in subsequent years.

**8. RECOGNITION OF WALK OF HONOR RECIPIENTS**

- a. An appropriate ceremony will be conducted to unveil the recipient's plaque on the Walk of Honor.
- b. The recipient, or an appropriate representative, will be presented a commemoration of the Walk of Honor recognition.
- c. Media recognition will be arranged.