

**City of Winston-Salem**  
**Guidelines and Procedures for Requesting Honorary Resolutions**

**Honorary Resolutions**

The Winston-Salem City Council and individual council members provide honorary resolutions to city residents, employers, churches, schools, community organizations and leaders with the goal of honoring and celebrating the accomplishments of those noted therein and increasing awareness of noteworthy events. Each request for an honorary resolution will be reviewed on a case-by-case basis to ensure consistency, equity and compliance with the guidelines and procedures set forth herein.

**Eligibility criteria for the recipient**

The intended recipient of an honorary resolution must first meet one or more of the following eligibility criteria:

- If the honoree is an individual, said person must be a Winston-Salem City resident.
- If the honoree is an employer, church, community service or sports related organization, non-profit entity or agency, then said honoree must have an office, facility, or branch located within the city limits.
- If the honoree is a student, teacher, faculty member or school/college/university employee, then said honoree must be employed by or associated with the Winston-Salem/Forsyth County School system, or a school or college/university within the city limits.

**Additional eligibility criteria for the person, event or occasion**

In addition to the criteria set forth above, the event, occasion or activity to be recognized must fall within one or more of the following categories:

- Retirement resolutions - the person must have been: (i) employed with their current employer, which may include the City, for 25 years or more and (ii) made significant contributions to said employer, as determined by the individual council member or the Winston-Salem City Council;
- Birthday resolutions - the person must be at least 90 years of age;
- Wedding, church, or pastoral anniversary resolutions - the anniversary must be for 25 years or more;
- Athletic events or accomplishments - the event(s) or accomplishment must be significant, as determined by the individual council member or the Winston-Salem

City Council;

- Community leader-the leader must be recognized throughout the Winston-Salem community, as determined by the individual council member or the Winston-Salem City Council; and
- Other events, including but not limited to events sponsored in whole or in part by the City, heroic measures, significant milestones and the like, as determined by the individual council member or the Winston-Salem City Council.

**Prohibited honorary resolutions:**

- Honorary resolutions for commercial purposes, such as the opening of a new business, a new service, a new product are prohibited.
- Honorary resolutions endorsing a campaign or a particular religion are prohibited.
- The issuance of an honorary resolution by an individual council member or the Winston-Salem City Council is entirely within the discretion of the council member and the City Council. The guidelines set forth herein do not eliminate that discretion.

**Procedure for making the request:**

All requests for honorary resolutions must be made, in writing, to the City Secretary's Office for the City of Winston-Salem at least 10 calendar days prior to the date when the honorary resolution is needed. To make a request please send an email with "Request for Resolution" in the subject line to [sandrark@cityofws.org](mailto:sandrark@cityofws.org) or mail the request to the City Secretary's Office, PO Box 2511, Winston-Salem, NC 27102.

**Content of the request:**

Individuals or organizations seeking an honorary resolution should include the following information with the request:

- Contact information: name, telephone number and e-mail address of a person who can answer questions about the resolution;
- Name of organization;
- Proposed text for the resolution, including facts about the subject matter and enough information to make four points. Any draft language submitted is subject to editing or revisions;
- Avoid repetition, and emphasize the most important items or issues;
- Specific title of event to be recognized, including name, day of the week, or month;

- Date of the resolution presentation;
- Date the resolution is needed; and
- Action to be taken when the resolution is ready for pickup (person to be notified either by telephone or email when the resolution is ready).

**Following receipt of the request:**

The City Secretary's Office will contact the person requesting the honorary resolution to notify the requestor of the status of the request and to inform said person of the meeting date, if the request is for an honorary resolution from the Winston-Salem City Council. The original resolution will be issued at no cost. All resolutions must be picked up at the City Secretary's Office unless prior arrangements have been made.