


<b>POLICY ID: GEN-008</b>	<b>TITLE: <i>Committee Service Recognition Policy</i></b>
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION <b>EFFECTIVE DATE: <i>Immediate</i></b>	<b>APPROVED BY VILLAGE BOARD:</b> <b>DATE:</b>  <hr/> <span style="float: right;">April 26, 2016</span>
<b>APPLIES TO:</b> <input checked="" type="checkbox"/> <b>Citizen Committee, Commission or Board members that have served at least four years of service the Village and who to have ended their service to the Village.</b>	

**PURPOSE**

The Village of Kronenwetter wishes to acknowledge the time and effort spent by Village residents that have provided a significant amount of their own time to volunteer on a Village Committee, Commission or Board as a non-elected citizen member. In recognition of their efforts and as a lasting memorial for their dedication, the Village hereby drafts this policy to acknowledge their service.

**SCOPE**

This policy shall retroactively cover all non-elected citizen members of any committee, commission or board of the Village since the creation of the Village of Kronenwetter.

**POLICY**

The Village shall purchase a large wooden plaque that shall read "Village Committee Public Service" that the Village shall hang in the Kronenwetter Municipal Center. This plaque shall have space for smaller metal plaques that the Village can have removed and detailed with the identifying information of a citizen member of a committee that has served the community for at least 4 years of service. The small metal plaques shall detail the citizen committee member's name, the committee they served on, and the years of service of when they served, using the following format:

<p><b>John Doe</b>  <b>Plan Commission</b>  <b>200X-201X</b></p>
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Any citizen that has served on any committee commission or board of the Village as a citizen member for at least four years and have concluded their service to the Village, shall be recognized on the Committee service plaque at the last meeting of their committee, commission or board before they end their service term with the Village.

The Village will cause to have a recognition ceremony for that citizen member at their last meeting. At this recognition ceremony a paper certificate will be presented to the committee member by the then sitting Chairperson of that committee, commission or board. This certificate will detail the committee the citizen served on and the years of service. At this ceremony the metal plaque detailed above shall be added to the Village Committee Public Service plaque.

At the request of the citizen being honored, this ceremony may be waived.