

**WALL OF RECOGNITION PROGRAM**  
**Colonel Bill Barber Marine Corps Memorial Park**

**PROCEDURES**

The following are procedures for acknowledgement of community members and organizations via the "Wall of Recognition" (currently posted on City website at <http://cityofirvine.org/publicrecognition>)

1. Call for Nominations
  - a. Nomination period will open on November 1st of every odd year.
  - b. Nomination period will be open for 60 days.
  - c. City Council will be informed of the opening of the Call for Nominations the last week of October via Council Announcement (TW2).
  - d. Press release and posting of the general announcement will take place the first week of November.

Requests for consideration for inclusion on the Wall of Recognition shall be submitted to the City Clerk in the form of a personal letter from the nominator which shall include the proposed honoree's name (and contact information, if applicable) with justification for the recognition as well as name and contact information of nominator. A nomination form is also available on the City's website at <http://cityofirvine.org/publicrecognition>

2. Hard copy forms will also be available at City Hall (information desk and Community Services front counter).
  - a. Councilmembers may nominate up to three individuals, groups or organizations for consideration.
  - b. Up to three nominations may be submitted by, but are not limited to, honoree's family members, a member of the Irvine community, a local official, or someone from a non-profit organization or business with which the proposed honoree is affiliated.
  - c. Individual nominees must be, or have been, an Irvine resident. For the Wall of Recognition, a resident is defined as someone who has lived, been employed, or attended school within the City of Irvine. Groups, businesses and organizations must be or have been located in Irvine in order to be eligible.
3. Criteria for consideration is based upon, but not limited to, any of the following:
  - a. Nominee has demonstrated creativity and/or initiative in providing service to the community
  - b. Nominee has provided long-term service to the community, the state or the nation
  - c. Nominee has provided unique contributions that are marked by excellence and are worthy of honor
  - d. Nominee made a distinct, significant contribution to the betterment of the City

- e. Nominee demonstrated exceptional determination, character, commitment, and/or leadership
  - f. Nominee died in the line of duty serving the City, the state or the nation.
4. Verification
- a. Staff will verify residency
  - b. Staff will verify eligibility
5. Review
- a. Staff will provide a list of nominees and justifications to City Council by the following January 31 of every even year.
  - b. City Council will review nominations for two weeks. During this time they may provide comments and “challenges” to City Manager.
  - c. Staff will review comments and provide findings to the City Manager. In the event that a concern is raised and substantiated about a nominee submitted by one of the City Councilmembers, the City Manager will review the nomination with the City Councilmember that submitted the nomination to determine eligibility of the nominee. A revised “final” list will be presented to City Council by end of February of every even year.
  - d. Staff report of nominations will be agendaized for consideration at next Council meeting.
6. Recognition
- a. Upon approval by City Council, staff will initiate plaque engraving. Once this has been completed, induction of honorees will be held at a City Council meeting.
  - b. Electronic registry on City website will be updated upon induction.
  - c. All costs of purchase, placement and maintenance of plaques will be borne by the City in appreciation of the contribution made by honorees to this community.
  - d. Plaques honoring those who have died in the line of active military duty shall be installed on the Military Memorial at the Flag Monument located at Colonel Bill Barber Marine Corps Memorial Park.
7. Categories of Recognition
- a. Perpetual plaques will be designated to recognize certain individuals that warrant inclusion based upon the role they serve. Individuals serving as City Mayor/Councilmember, City Manager, Superintendent, President or Chancellor of school districts and universities, and board members of Orange County Great Park Corporation will be automatically included upon being seated, appointment, election or taking oath of office as appropriate. Perpetual plaques will be updated every odd year at the same time as all other plaques are engraved.
  - b. Community Partners will recognize institutions, organizations and businesses that contribute to the betterment of the City. Nomination is required for consideration. Inaugural or founding members, owners,

boards or presidents may be listed under the name of the entity being recognized.

- c. Roots of the Community will recognize individuals, groups, institutions, organizations and businesses that bring something unique to Irvine, are the first to undertake a position, task or industry of significance to the community and that have been, if individuals, residents of Irvine or, if a business, group, organization or institution, located in Irvine and have been in existence for a significant period. Nomination is required for consideration.
  - d. Distinguished Citizens will recognize philanthropists, community leaders, and volunteers; and other individuals who are not affiliated with the City as City Councilmember, City appointed board, commission or committee member, or employee. Nomination is required for consideration.
  - e. Civic Leaders are individuals who either are or were City employees, who have held City offices or were appointees to City Commissions, Committees and Boards, and made significant contributions for the betterment of Irvine. Nomination is required for consideration.
8. Removal from the Wall of Recognition
- a. If, after a person or organization has been honored on the Wall of Recognition, it is found that the honoree engaged in conduct or activities that would have eliminated that person or organization from original consideration, City Councilmembers, members of the public or staff shall communicate their concerns to the City Managers' office for investigation.
  - b. Upon completion of the staff investigation, City Manager will make a recommendation to City Council if concerns are substantiated.
  - c. A City Council vote will be taken to remove an individual, group or organization from the Wall of Recognition.