CITY OF HALLANDALE BEACH
ADMINISTRATIVE POLICY

DATE OF ISSUE:	November 4, 2002	**NO.:**	2026.003/R2
EFFECTIVE DATE:	November 4, 2002	**SUBJECT:**	MLK Jr. Humanitarian Award Program
REVISION DATE:	October 27, 2006		

APPROVED: _____
D. Mike Good, City Manager

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CROSS REFERENCE:

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I. PURPOSE

The purpose of this policy is to establish guidelines for implementation of a Martin Luther King (MLK) Jr. Humanitarian Award Program.

The Award is intended to recognize individuals, groups, committees, and organizations that have promoted unity and harmony within the community. Neither elected officials, Advisory Board members, employees nor the City Manager will be eligible for the Humanitarian Award. However, employees may be nominated if their contribution is performed as an individual or as a member of an organization, outside of their regular City of Hallandale Beach job duties.

II. DEFINITIONS

MLK Humanitarian Award: An award presented to an individual, group, committee, or organization that has promoted unity and harmony within the community.

Selection Committee: A (10) ten member committee consisting of the Human Services Advisory Board members.

III. POLICY/PROCEDURES

A. APPLICATION SUBMISSION

Applications for award recipients can be submitted by groups or individuals throughout the year to the Human Services Advisory Board by completing the attached application. The Human Services Advisory Board will take a proactive approach with seeking applications for the award.

Applications will be mailed to churches, schools, and organizations, advertised in bulletins and the news media.

Applications must be submitted by the second week of September, each year.

B. APPLICATION

1. Applications will include the following information:

    a. Award Nominees Name
    b. Address
    c. Phone number
    d. A narrative on why the individual, group, committee,or organization has received a nomination.

C. SELECTION PROCESS

1.The Selection Committee shall be responsible for making nominations to the City Commission for receipt of the MLK Humanitarian Award.

2. The Selection Committee shall review and rank applications based on accomplishments, number of residents effected by the accomplishments, and years of public service. The criteria for the selection of the nominees will be based on the discretion of the Advisory Board as they deem necessary.

3. The Selection Committee's recommendations will be completed and presented to the City Commission

two weeks prior to the second Commission meeting in October for Commission approval.

4. For those nominees who do not meet the minimum qualifications, but the Committee feels should still be recognized, the Committee can recommend the nominee be honored by the placement of a brick around the Veterans Memorial at the Municipal Complex.

5. The Award recipient will be presented with a plaque at the annual Advisory Board Luncheon then recognized throughout the year at other special events, such as the Martin Luther King Day events.

IV. ADDITIONAL INFORMATION, REQUIREMENTS AND RESPONSIBILITIES.

The Human Services Department, in conjunction with the Human Services Advisory Board will be responsible for modifications and updates to this policy as required.

The policy will be amended as needed after the first submission of nominees.