



City of West Columbia

Resolution Policy

A "resolution" is an administrative act taken by City Council to agree to City business and transactions and is the formal expression of opinion, will, or intent of West Columbia City Council related to a given matter that is temporary in nature. A resolution may be issued to express City Council's policy; direct administrative or legal action; or to make a public statement from Council.

Resolutions requests should be received thirty days (30) before the date for which the proclamation(s) is/are needed and may be rejected if they are not received sooner. Resolutions are issued during Regular Council meetings of City Council which are held the first Tuesday of each month unless otherwise posted.

Resolutions recognizing individuals or groups/organizations are prepared on 8½" x 11" paper and enclosed in a certificate holder for the recipient. All resolutions are kept on file with the City Clerk's Office.

What are the criteria for a resolution request?

- ALL applications for a resolution must be submitted at least thirty (30) days prior to the event. Requests should be submitted to the City Clerk's office by mail, e-mail, fax or in person.
- Requests must be made on an annual basis.
- Multiple requests from the same organization may not be honored in the same calendar year.
- Requests that are similar to resolutions that have already been issued may be denied.
- Resolutions shall not be used as a part of an advertisement or commercial promotion without the express written permission of City Council.
- All resolutions must be approved by the Mayor and City Council during a regular Council meeting. If the recipient is not available, a ceremonial letter may be issued instead.
- Resolutions requests to be considered are those that hold local, state, or national significance or serve an educational purpose for a significant number of West Columbia citizens, in recognition of individuals or groups who have made significant contributions to the West Columbia community, recognizing actions/service above & beyond the call of duty, extraordinary achievements, in recognition of long-term employees (10 years or more) and retirements (10 years or more) who have made significant contributions during their employment with the City, commendations for heroism, Boy/Eagle Scout or Girl Scout achievement, school/sports groups achievements, non-profit corporations/organizations, in appreciation for monetary donations, in-kind contributions, cultural contributions, and volunteer efforts , supporting actions that improve the quality of life of the City of West Columbia, and raising public awareness of issues that directly affect the City of West Columbia

Resolutions will not be issued for:

- The benefit of specific for-profit organizations, policy organizations, businesses, or individuals.
- Matters that would require taking sides on a political issue, involving issues of personal conviction, involving any religion.
- Commercial purposes, such as recognizing an individual or organization/agency not receiving the resolution/proclamation or the opening of a new business, a new service, a new product, or a new professional service.

- Organizations or individuals of other cities/towns that have no locally based chapters or specific connection to the City of West Columbia.
- Family reunions, class reunions, conferences, recreational events, and retirement ceremonies. A ceremonial letter or letter of welcome will be done instead.
- Any controversial matters.

Who can make a resolution request?

Resolutions must be within the criteria outlined in the previous section. The decision to issue a resolution is done completely at the discretion of the City Council, and they and the City Administrator reserve the right to deny requests for resolutions at any time.

How should a resolution request be made?

Requests can be mailed, e-mailed, faxed or hand delivered. Because of the large volume of requests, we cannot honor phone requests.

Mail Requests to:
Crystal Bouknight
City Clerk
200 N. 12th Street, 2nd Floor
West Columbia, SC 29169

Email Requests to:
cbouknight@westcolumbiasc.gov

Fax Requests to:
(803) 939-8607



Resolution Information

Required fields are marked by an asterisk (*).

*Name: _____

*Phone (day): _____

Phone (evening/cell): _____

Address: _____

Email Address: _____

Unless advised otherwise, all contact regarding this request will be to the above-listed person.

*Title of Resolution: _____

*Date Resolution is Needed: _____

*Purpose of the Resolution (draft language and/or background of the person, event or organization):

INTERNAL USE ONLY. DO NOT WRITE BELOW THIS LINE.

☐ Approved

☐ Not Approved

Approved By: _____

Date Request Received: _____ Date to be Introduced: _____

☐ Presentation: _____

Please forward completed form to the City Clerk
West Columbia City Hall | 200 N. 12th Street, 2nd Floor | West Columbia, SC 29169
Fax: (803) 939-8607
Email: cbouknight@westcolumbiasc.gov