

CITY OF WARRENVILLE

POSTHUMOUS RECOGNITION POLICY
To Honor Current and Former City of Warrenville Elected Officials
(Upon their passing)

Purpose

This policy sets forth the procedures to honor City of Warrenville current and former Mayors and current or former elected officials (specifically: Aldermen, Treasurer, and Clerk), when a current City of Warrenville elected official and current or former Mayor dies, or when the family of a former City of Warrenville elected official notifies city staff of the death of the former elected official and requests such honors.

Procedures

- 1) Notifications: The Administration Department shall do the following:
 - a) Issue notifications to current City elected officials, employees, and the state and other local governmental bodies.
 - b) Gather a picture of, and information about, the elected official and prepare a press release and postings for the City's website and Facebook page. Upon approval by the City Administrator, the press release will be issued and the postings placed on the City's website and Facebook page.
- 2) Memorial Service and/or Funeral (or any appropriate burial service, wake, visitation, memorial, or other ceremony)
 - a) A City memorial plaque shall be given to the family for display at the memorial service and/or funeral, wake, visitation, memorial, etc., provided that such event is held locally.
 - b) In the case of the death of a current or former Mayor of Warrenville, a framed memorial City flag shall also be given to the family in addition to the City Memorial plaque.
 - c) The items (plaque and flag) shall be gifts from the City to the family and are not expected to be returned.

Approved _____