



City of North Port

City Commission Policy – City Seal

Policy No: 2020-10

Resolution No: 2020-R-36

Approval Date: February 9, 2021

I. STATEMENT OF POLICY

- A. The City seal is property of the City, is part of the City's brand, symbolizes the City's authority and jurisdiction, and is considered a valuable asset of the City and its citizens.
- B. Per Section 10.05 of the City Charter, the City Clerk is custodian of the official City seal.
- C. This policy provides directives that address standards for the use of the City seal.

II. DEFINITIONS

City Seal. The City seal is an image as designated in Ordinance No. 2020-45. The City seal appears as:



III. AUTHORIZED USE OF THE CITY SEAL

- A. The City Clerk or designee is authorized to affix the City seal to any ordinance, resolution, proclamation, commendation, certificate, or other instrument as approved by the City Commission; to authentications of official documents in the conduct of official City business; and to all certificates and documents as may be required by law or ordinance.
- B. The City seal may be depicted in the City's promotional material.
- C. The City seal may be depicted on City vehicles, equipment, structures, and fixtures.
- D. City employees and Commissioners may use stationery and other printed materials depicting the City seal only when acting within the scope of their official duties or employment.

- E. Approval of the City Commission is required to use the City seal in any way other than as provided in this policy.

IV. PROHIBITED USE OF THE CITY SEAL

- A. No person may make, use, copy, reproduce, or depict the City seal with the intent, or where the use is likely, to confuse, deceive, or mislead the public, or for any purpose other than for the official business of the City and as authorized by this policy. Use or reproduction of the City seal without the express approval of the Commission is a second-degree misdemeanor punishable as provided in Florida Statutes Section 165.043, as amended.
- B. The City seal must not be altered for any reason. The use of any other seal, mark, and/or symbol as a depiction of the City seal is prohibited. Other than as provided by ordinance, the shape, size, colors, proportions, and the location or elements of the City's seal must not be modified or redrawn in any way.
- C. No depiction, combination, or image of the City seal may be used in connection with or for the purpose of supporting or opposing the nomination or election of any person, or in connection with the support or opposition of a ballot measure. No use of the City seal may appear on anything distributed with the purpose of influencing the actions of the electorate, or any part thereof, in any election.
- D. The City seal must not be depicted on items intended for retail sale or other commercial purpose.