

Rainbow Key Awards Guidelines

Adopted October 3, 2022

1. Each year, the LGBTQ+ Advisory Board (the “Board”) may bestow Rainbow Key Awards (the “Award”) in accordance with the following rules and procedures.
2. Up to five awards will be given each year, with attention to achieving and maintaining gender parity over time.
3. Award recipients need not be present in person to receive the award, although in most cases the recipient will be present either in person or by electronic communication.
4. The nomination period will be open from December 1 through January 31, and the nomination form will be posted online during this time period.
5. A nomination received after the deadline date may not be considered by the Board.
6. Outreach for nominations and participation in the awards will be shared through social media and other means of communication.
7. Nomination forms will seek specific information about the impact, nature, and scale of each nominee’s contribution to the West Hollywood LGBTQ+ community specifically, as well as, if applicable, the global LGBTQ+ community.
8. Nomination forms will mention attributes for which nominees are sought, including local community action, arts, literature, humanitarian efforts, sports, medicine, armed services, potential for leadership, benefit to the global LGBTQ+ community, outstanding organizations, and other fields of contributions, with the understanding that these categories are meant to be illustrative, rather than binding.

9. The LGBTQ+ Advisory Board will receive and review all nominations for the awards, and will decide together as a Board, at a publicly-noticed Board meeting in February, which nominees to recommend to City Council.
10. Voting of the Board shall be by either a show of hands or a roll call vote, at the discretion of the Board.
11. The winner of the Awards shall be the nominees receiving the most votes cast, with up to five selected total. In the event of a tie, there shall be an immediate re-vote conducted that includes only the nominees that tied for the most votes.
12. The Board may only select as a recipient of an Award, individual(s), a nonprofit organization, a for-profit business, or a media company for whom or for which it has received an official nomination.
13. A nomination of an individual employed by the City of West Hollywood, or an appointed official currently serving or having served within the prior year on a City Advisory Board, Commission, or Task Force, shall not be considered by the Board.
14. The LGBTQ+ Advisory Board will provide recommendations on honorees to the City Council in March of each year, providing time for the City Council to consider and select the final recipients before the awards.
15. Amendments or exceptions to these guidelines cannot be made once public solicitation of nominees has commenced.