

POLICY TITLE ISSUANCE OF MAYOR'S PROCLAMATIONS

POLICY STATEMENT

A proclamation is a one-page document that recognizes a person, organization, business, specific day/week/month or event. The party requesting the proclamation is to provide a written draft of the proposed text at least ten (10) working days in advance of when it is needed. The format information may be obtained from Council office staff. Normally only one proclamation is issued for each event, and duplicate originals are not provided.

The Mayor reviews the draft and, if approved, directs staff to prepare it. No Council action is required.

The Mayor is frequently invited to present a proclamation at an event and, if unavailable, may request another Councilmember to make the presentation. When no Councilmembers are available to present a proclamation, the proclamation may be picked up in the Council office by the person or organization requesting it.

Presentations by the Mayor during a Council meeting are to be placed on the agenda at the Mayor's discretion.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998

HISTORY: Effective Date of Policy - November 17, 1998.