

CITY OF EL CENTRO

POLICY STATEMENT

Policy Statement No: 605
Category: Administrative
Subject: Proclamation Request

Adopted: September 20, 2016
Revised:
Distribution:

I Purpose

- A. To provide guidelines and procedures for the issuance of proclamations; and
- B. To highlight important issues, charitable events, civic minded individuals, or memorable occasions.

II Policy

- A. It is the policy of the Mayor and/or the City Manager to issue proclamations for one of the following:
 - Public awareness campaigns for issues within the City, County and region
 - 501(c)(3) Non-profit organizations
 - To honor an individual, an organization, recognize a special event or a special day such as major birthdays (100+) and anniversary milestone (75+), month or year
 - For Arts and cultural celebrations within the City of El Centro
 - Special honors (on the recommendation of the Mayor or members of the Council)
 - Outstanding Community Service (individual, groups and/or organizations)

III Procedures

1. City Council members, citizens, or bona fide organizations may request a proclamation. All proclamation requests that fall within the categories listed above in II will be considered.
2. The City Manager will determine if the proclamation meets the requirements of this policy and may consult with the Mayor.
3. Proclamation request must be transmitted to the Office of the City Manager at least **two weeks** prior to the desired completion date, the date to be placed on the agenda, or presented at an event.

4. The request shall include either a sample proclamation to be used as a guide or shall provide sufficient information to assist the City Manager's staff and minimize staff time in preparing the proclamation.
5. The Mayor and/or City Manager shall determine if the proclamation will be presented during a City Council meeting, at an event, or mailed to the requester.
6. Proclamations to be presented at a City Council meeting shall be placed in a frame provided by the City.
7. Proclamations mailed will be placed in a certificate cover.

IV Guidelines

1. The City of El Centro reserves the right to modify or deny any proclamation request.
2. An organization may request only one proclamation annually.
3. An organization does not have exclusive rights to the day, week, or month of its proclamation.
4. A congratulatory letter or a certificate of recognition may be offered as an alternative where proclamation criteria are not met.

V Prohibited Use

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual convictions
- Political Campaigns of any kind
- Events contrary to City policies or any applicable law or regulation
- Retirements with the exception of City of El Centro employees, elected or appointed officials, or volunteers