

## **PROCLAMATIONS**

Among the many ceremonial functions of the office of Mayor is recognizing and honoring people, events, activities, organizations, issues, etc. through the issuance of formal proclamations. Proclamations may or may not be issued publicly, depending on timing, the wishes of the recipient(s), and available time and space on City Council agendas. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of local citizens and non-profit organizations, honor occasions of importance and significance, and to increase public awareness of issues to improve the well-being of the citizens of Greenville.

### **GUIDELINES**

The issuance of a proclamation does not require action by the City Council as a whole. It should, however, comply with the guidelines below.

Proclamations may generally be issued for the following purposes:

- Memorializing special or exemplary events or days, both within and outside of Greenville, including certain national days of celebration, recognition, or mourning.
- Encouraging or supporting local charitable fundraising campaigns.
- Recognizing business anniversaries of fifty years or more.
- Recognizing retirements from the City of Greenville following thirty-five or more years of continuous service.
- Supporting local arts and cultural celebrations.
- Recognizing achievement of high rank or success within a local non-profit organization, such as scouting.
- Recognizing unique or especially successful local school-related activities, such as in academics, athletics, music, etc.
- Honoring local nonprofit service groups for their work in the community.
- Recognizing individuals for outstanding achievements in or for contributions to the community.
- Supporting public awareness campaigns that have the potential to enhance public health, safety, or wellness.
- Recognizing individual birthdays of 100 years or more.
- Recognizing wedding anniversaries of fifty years or more.
- Recognizing special or unique honors.
- Recognizing other exceptional events, activities, and/or people.

Proclamations may generally not be issued for the following purposes:

- Groups or individuals from outside Greenville.
- Matters of a political nature.
- Controversial issues or organizations.
- Events or activities that do not benefit Greenville.
- National or international groups requesting a proclamation without an in-city sponsor.

- Events, campaigns, or activities that are contrary to or in opposition to adopted City policies, plans, or ordinances.
- Personal activities not of a general public interest, such as deaths, family reunions, birthdays of less than 100 years, groundbreaking, business endorsements, etc.

### **PROCEDURE**

All proclamation requests must be submitted in writing using the attached form at least two weeks prior to a regular council meeting date or of the event to be recognized. Submission of a proclamation request does not guarantee its issuance. The Mayor reserves the right and has the final decision to modify or deny any proclamation request, consistent with this policy.

Individual(s) or organization(s) seeking a proclamation must accompany the request with:

- Contact person's first and last name, address, telephone number, and e-mail address.
- A brief summary or background of the event or organization.
- Proposed text to enable writing of the proclamation, including a minimum of four points.
- The name and date(s) of the day, week, month, or event to be proclaimed.
- Date of event for proclamation and date proclamation is to be ready for pick up.

### **DISTRIBUTION**

Proclamations shall be distributed in one of the following ways:

- Presented at a City Council meeting;
- Photo opportunity with the Mayor, or Mayor Pro-Tem in the absence of the Mayor; or
- Picked up in the City Secretary's office.

Proclamations presented at a City Council meeting may be limited due to time, and will be scheduled on a first request basis. Proclamations presented at a meeting shall be sponsored by the Mayor, a Council Member, or City Staff.

## PROCLAMATION REQUEST

All requests must be submitted in writing at least two weeks prior to a regular council meeting date or of the event to be recognized. Submission of a proclamation request does not guarantee its issuance. The Mayor reserves the right and has the final decision to modify or deny any proclamation request, consistent with the proclamation policy adopted by City Council July 14, 2015.

**DATE OF REQUEST:** \_\_\_\_\_

**NAME OF PERSON REQUESTING:** \_\_\_\_\_

**ADDRESS/TELEPHONE/EMAIL:**

\_\_\_\_\_  
\_\_\_\_\_

**BRIEF SUMMARY OR BACKGROUND OF THE EVENT OR ORGANIZATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOUR POINTS TO BE INCLUDED IN PROCLAMATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAME AND DATE(S) OF THE DAY, WEEK, MONTH, OR EVENT TO BE PROCLAIMED:**

\_\_\_\_\_

**DATE OF EVENT FOR PROCLAMATION:**

\_\_\_\_\_

**PRESENTATION OF PROCLAMATION (Please select one)**

\_\_\_\_\_ REQUEST MAYOR TO PRESENT PROCLAMATION AT EVENT

\_\_\_\_\_ PROCLAMATION TO BE PICKED UP FROM CITY CLERK

\_\_\_\_\_ PROCLAMATION TO BE PRESENTED AT COUNCIL MEETING

(Proclamations presented at a meeting shall be sponsored by the Mayor, a Council Member, or City Staff.)