
You Have A Place in Proctor

100 Pionk Drive · Proctor, Minnesota 55810-1700 · 218-324-3641 · Fax 218-624-9459 · email: cityhall@proctormn.gov

CONSIDERATION OF PROCLAMATIONS OR CEREMONIAL RESOLUTIONS BY THE CITY COUNCIL

I. PURPOSE AND NEED FOR POLICY

The purpose of this policy is to provide a vehicle that will encourage public awareness and provide recognition for events, achievements, and activities significant to the community of Proctor, through recognition by the City Council. It provides a mechanism to acknowledge individuals who have achieved international, national, state or local distinction, and / or whose contribution to the community demands significant recognition. The Council finds this is valid and important work. This policy also defines those types of events, achievements, and activities that will not to be considered for recognition. The subjects may include certain organizations' occasions of importance and significance, days that are noteworthy or historically significant, charitable fundraising campaigns, arts and cultural celebrations and other special honors or special events. The proclamation will be issued only to acknowledge the effort and commitment of the organization or individual. Conversely in making these observances, the Council does not wish to offend or promote a particular point of view. Proclamations are strictly honorary and are issued as a courtesy. They are not legally binding. To help assure that proclamations are considered in this context, the following policy and procedure is established.

II. POLICY

- A. The City of Proctor will issue proclamations at no charge to individual(s) and organization(s). However, neither will the City incur any expenses relating to the advertising or promotion of a proclamation unless a City department initiates the proclamation. Recipients are responsible for organizing related activities and for all associated costs.
- B. Proclamations will not be issued for commercial purposes, such as the opening of a new business, a new product, or a new professional service. This includes business anniversaries less than 50 (fifty) years.
- C. Proclamations will not be issued for deceased persons, retirements, birthdays, weddings, or family reunions.
- D. Individuals or organizations seeking proclamations in successive years must annually request the proclamation and provide new information for the proclamation. Proclamations are not automatically renewed each year and are

limited to one (1) recipient per event, per calendar year. City Council members may sponsor up to 4 proclamations per year.

- E. It is best if a representative from the sponsoring organization is at the Council meeting at the time the proclamation is adopted.
- F. No organization or individual has exclusive rights to the day, week or month of their proclamation.
- G. Proclamations will be issued upon request by a resident or organization of the City of Proctor in compliance with the following guidelines:
 - 1. For promotion of charitable and non-profit organizations, including arts, athletic and cultural celebrations to help increase public awareness of their programs and activities.
 - 2. For affirmation of individuals who have achieved international, national, state or local distinction, or whose significant contribution to the community demands recognition.
 - 3. For observance of extraordinary events, accomplishments and causes of interest affecting a broad range of citizens.
 - 4. For promotion of service clubs in their furtherance of benevolent programs.
- V. Proclamations will not be issued for:
 - 1. Matters of political controversy, ideological or religious beliefs, or individual conviction.
 - 2. Campaigns or events contrary to City policies.
 - 3. Causes espousing hatred, violence, or racism.
 - 4. Events or organizations with no relationship to the City of Proctor
- I. As an alternative to a proclamation the Mayor at his / her sole discretion may issue Mayoral Certificates of Recognition and/or Achievement. These awards are honorary documents issued by the Mayor that may be similarly used to honor special events or individuals. These may include but are not limited to conferences, conventions, seminars, professional celebrations, retirements, family reunions, award ceremonies, college graduations, significant birthdays, anniversaries, and other noteworthy achievements. Certificates of Recognition and/or Achievement as with proclamations and ceremonial resolutions are not automatically renewed and are limited to one (1) recipient per event, per calendar year.
- J. The City reserves the rights to approve or reject any request for a proclamation, to modify the text for any requested proclamation and to read a summarized version of the proclamation if time constraints warrant. All requests are reviewed on a case-by case basis. The Council also reserves the right to vary from the exact provisions of this policy when it finds it to be in the public interest to do so.

III. PROCEDURE

- V. Filing a request:
 - 1. All requests must be made in writing to the City of Proctor at the Office of the City Clerk. Completed requests should be mailed, hand-delivered or submitted electronically. If mailed, the applicant should verify receipt.

2. Requestors may use the City's Proclamation and Certificate Request Form or a letter to submit their request. The request must be received at least 15 (fifteen) business days in advance of the date needed. The exception to this rule is condolence requests- these should be made as soon as possible after the death. The Proclamation Request Form is available on the City's website at www.proctormn.gov and at the Office of the City Clerk.
- B. Required Content in the Request:
1. Contact person's first and last name, address, telephone number and email address.
 2. The name and date (s) of the day, week, month, or event to be proclaimed.
 3. A brief summary and/or background of the event, organization, or person.
 4. Draft text for the proclamation, including 4-6 "whereas" clauses.
 5. A date when the proclamation is desired.
 6. As noted above, the submission of a request for a Proclamation does not guarantee issuance.
- C. The Mayor will review all requests and make the final decision on whether a proclamation is placed on the Council agenda, in accordance with these guidelines. The Mayor may opt to issue a Mayoral Certificate of Recognition and/or Achievement instead.
- D. If the Mayor determines the request meets the intent of the Policy, the City Administrator shall place the proclamation on the earliest agenda taking into account the terms of the request and the other items needing Council attention.
- E. A copy of the proclamation will be submitted to each Council Member in the agenda package sent prior to each City Council meeting.
- F. If any Council Member objects to the proclamation they should advise the Mayor in advance of the meeting and when the item is up for consideration request a vote on the proclamation prior to its reading. If the measure fails to achieve the required majority the proclamation will not be read.

IV. RESPONSIBILITY

- A. The City Administrator shall prepare and post the Proclamation and Certificate Request Form on the city website and make hard copies available on request.
- B. Upon receipt of a Request form or a letter request the City Administrator will forward the information to the Mayor for review.
- C. The Mayor shall review and make the final determination as to whether to place the request on an agenda for consideration, to formulate a Mayoral Certificate or to decline the request.
- D. Upon notice from the Mayor, the City Administrator shall prepare a Mayoral Certificate
- E. Upon notice from the Mayor, the City Administrator shall place the proclamation on the earliest appropriate Council agenda.
- G. The City Administrator will post the signed proclamation on the Official posting location at City Hall.

H. The City Administrator and the Mayor will coordinate the delivery of the proclamation either by mail or hand delivered. The Mayor is not required to present proclamation in person but may choose to at his/her discretion.

V. AUTHORITY

Adopted by the City Council 7th day of December, 2020

CITY OF PROCTOR



Chad Ward
Mayor



Jessica Rich
Administrator

City of Proctor Mayoral Proclamation Request Form



Today's Date: _____ Date(s) of Proclamation: _____

Name of Individual or Organization: _____

Organization's Address: _____

Contact Information:

Name: _____

Title: _____

Phone: _____

Email: _____

Purpose of Proclamation:

Proclamation Language:

(If possible, please e-mail your proclamation in word format to the city offices)

Notification Preference:

Call me when the proclamation is ready, and I will pick it up.

E-mail me when the proclamation is ready, and I will pick it up.

Mail the proclamation to the address listed above.

Please read at an upcoming Council meeting. City staff will e-mail you with the meeting date.

Mail, hand-deliver or email this form to:

City of Proctor 1

100 Pionk Drive

Proctor, MN 55810

cityhall@proctormn.gov