



# POLICY AND PROCEDURES FOR REQUESTING PROCLAMATIONS

## Introduction

This policy applies to any person, employee, entity, or organization requesting a proclamation from the City of Taylor

## General Guidelines

All requests for proclamations must be made in writing through the City Clerk's Office. Applications for proclamations will not be accepted more than three months before the proposed City Council meeting and no later than 14 days before the proposed City Council Meeting or event where the proclamation will be read. The requestor must provide detailed information about the proclamation for the City Clerk's office. The requestor must also have a representative present at the City Council meeting or event to receive the proclamation.

## Policy

The City of Taylor desires to adopt a policy for that purpose and to prescribe guidelines and procedures for the scheduling and management of proclamations made on behalf of the City of Taylor.

The City of Taylor will issue proclamations at no charge to recognize or increase awareness of an event, person, group, issue, achievement, or any other occasion within Taylor. The Mayor of Taylor will make the final decision on whether a proclamation will be issued or not.

Each request must be made in writing to the City Clerk's Office no later than 14 days prior to the event and must be accompanied by:

- The name of the organization or person requesting the proclamation
- A proposed date for the presentation of the proclamation

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- The name, telephone number, and email address of at least one person who will provide more information about the proposed proclamation, and
- A specific title of what will be proclaimed; including name, day of the week, week, or month to be proclaimed.

Before a proclamation is approved, the requestor must provide detailed information for the proclamation. Any draft language is subject to edits and revisions by the City without notice. The City Clerk's Office will work with the Mayor or necessary Councilmembers to finalize the text of the proclamation.

Anyone requesting a proclamation for an annual event must provide a new application and information each year. Proclamations are NOT automatically renewed.

Proclamations are granted on a first-come, first-served basis. Because there is a limit to the number of proclamations presented during City Council meetings, the sooner a proper request for a proclamation is made, the more likely it will be presented at the meeting you request. If there are too many proclamations on the agenda, your requested proclamation may have to be postponed until another date.

### **Procedure**

All requests must be made using the City's Proclamation Request Form and provided in writing or electronically to the City Clerk's office accompanied by all necessary contact information.

All proclamation requests must be made at least 14 days prior to the City Council meeting. Requests will not be accepted more than three months before an event.

The City Clerk's Office will be the contact for proclamation request.

The requestor shall provide detailed information to the City Clerk's Office for the requested proclamation.

The City Clerk's Office will edit and review all proclamations.

The City Clerk's Office will communicate with the Mayor about reviewing, approving, and scheduling all proclamations.

The Mayor of Taylor will make the final decision on whether a proclamation will be issued or not.

The City Clerk's Office will contact the requestor to establish the event, date, and time for the presentation of a proclamation.

The requestor, or his/her representative, shall attend the City Council meeting or event when the proclamation is presented.

**Exemption**

An emergency proclamation referencing Section 2-19 of the Code of Ordinances does not fall under the provision of this policy.