

<b>CITY OF SISTERS</b>	
POLICY: PROCLAMATION POLICY	NUMBER: CMO 107
EFFECTIVE DATE: SEPTEMBER 25, 2024	APPROVAL: RESOLUTION 2024-21

### **1. Purpose**

A proclamation policy establishes guidelines to help the Mayor and Council President quickly and effectively decide on proclamation requests, implementation of the proclamation, and the renewal process.

### **2. Objective**

Provide a structured and consistent framework for the issuance of proclamations, ensuring that all requests are reviewed fairly and effectively, and that proclamations align with the city's values and objectives.

### **3. Definition**

A proclamation is an official announcement issued by the Mayor to recognize a day, week, or month that will have a major city-wide impact. The goal of a proclamation is to honor, celebrate, or create awareness of an event, special occasion, cause, or significant issues.

### **4. Guidelines**

Proclamation requests should follow these guidelines to ensure they can be appropriately considered and reviewed.

- a) All proclamation requests must be submitted to the City Manager's office in writing 30 days in advance of the preferred issue date. This allows for an appropriate review process without time restrictions.
- b) The proclamation request will be forwarded to the Mayor for review.
- c) Proclamations are not automatically renewed each year. To get an already recognized Proclamation renewed, you must submit a copy of your original Proclamation request with the evidence that it was presented/signed previously.
- d) The Mayor reserves the right to approve, amend, and deny all proclamation requests.
- e) All proclamation requests must show local significance and come from Sisters residents.
- f) Proclamations should avoid any terminology or references that could be deemed offensive or insensitive to any group or community.
- g) Proclamations should not be affiliated or associated with any political, ideological, or religious matters, and should not include individual/personal convictions or commercial intent or purposes.

## **5. Procedure**

If the Mayor and Council President approve the proclamation proposal, there will be a formal presentation of the newly established proclamation at a City Council meeting. It is expected that the proposing party will attend this meeting. The format for this meeting is as follows:

- a) The proclamation will be added to the meeting agenda wherever appropriate.
- b) The Mayor will read all or part of the proclamation to the Council Members and others in attendance.
- c) After the reading of the proclamation, the proclamation proposing party will have five minutes for testimony.

## **6. Implementation**

This policy shall be implemented by the City Manager's office in coordination with relevant city departments. The policy will be periodically reviewed and updated, as necessary.

## **7. Adoption and Amendments**

This proclamation policy shall be adopted by the City Council through a resolution and may be amended from time to time through a similar formal process to accommodate changing circumstances or community needs.