



## **REQUESTING A PROCLAMATION: GUIDELINES & PROCEDURES**

### **GUIDELINES:**

Severance Town Council presents proclamations at regular session Town Council meetings on the second and fourth Tuesday of each month. Generally, they are issued to increase awareness of a cause, person, group, issue, or achievement within the Town of Severance that are in line with the community's vision and values. The Severance Town Council makes the final decision on whether a proclamation will be issued or not and reserves the right to edit any drafted material for final wording.

Proclamations will NOT be issued for:

- Campaigns or events contrary to Town policies, vision or values.
- Matters of political, ideological, or religious controversy or individual conviction.
- Pending ballot or legislative issues.
- An advertisement, endorsement, or commercial promotion.
- Multiple proclamations for similar subject matter or organization (for example, "Month of the Young Child" and "Child Abuse Prevention Month"). It is preferred that these be consolidated.

### **Additional guidelines:**

- Proclamation requests must be submitted at least 30 days in writing before the date the proclamation would be read at a Town Council meeting.
- The requestor shall provide the language for the requested proclamation. Any draft language is subject to edits and revisions by the Town without notice.
- The draft language must fit on one page.
- Annual proclamations will not be automatically renewed. Requests must be made on an annual basis.
- It is preferred that a representative be available to attend the Council meeting to accept the proclamation and provide a few brief remarks about the subject of the proclamation.
- Proclamations are granted on a first-come, first serve basis. The sooner a proper request for a proclamation is made, the more likely it will be presented at the meeting requested. If there are more than one proclamation already on an agenda, your requested proclamation may have to be postponed until another date.
- Proclamations should promote the community values, goals, strategic plan and operating principles of the Town of Severance.
- Town Council reserves the right to deny any proclamation request where the criteria is not met and to edit any drafted material for final wording.

## **REQUEST PROCEDURE:**

1. Please submit your request for a proclamation at least 30 days before date of the Town Council meeting at which it will be read by completing the field below and submitting to the Town Clerk's Office.
2. Proclamations must fit on one (1) 8 ½ X 11” sheet of paper with room remaining for the signature of the Mayor and Town seal.
3. The requestor will be contacted with a confirmation date and time of the presentation of the proclamation.
4. The requestor and/or the recipient should be prepared to say a few words about the proclamation's subject matter.
5. The proclamation can be accepted in person at a Council meeting after it is signed by the Mayor.
6. Each request must include:
  - The name, telephone number and email address of at least one contact person who is requesting the proclamation,
  - The date the proclamation is to be presented (either the second or fourth Tuesday of the month starting at 6:00 pm, in person, approved by Town Clerk),
  - At least three or four “whereas” clauses,
  - The name, title, and name of the organization of the person that will accept the proposed proclamation, and
  - Request must include the mailing address where the original proclamation should be mailed if the Council meeting is held virtually.

If you have any questions, please contact the Town Clerk at [ivanarsdall@townofseverance.org](mailto:ivanarsdall@townofseverance.org) or 970.686.1218.

First Name: \*

Last Name: \*

Email Address: \*

Phone Number: \*

Date proclamation is to be presented:

Name of person accepting proclamation: \*

Organization represented, if applicable:

Address for mailing proclamation to if presented and accepted virtually:

City, State, Zip:

Proclamation Title:

Proclamation Attached: