

Subject: Proclamation Requests

Policy No.: CPM #000-0013

Effective Date: **5/11/2020**

PURPOSE: Proclamations are issued by the Woodstock City Council to recognize outstanding local events, programs and nonprofit organizations that make Woodstock a great and viable city. Individuals, for-profit businesses, and organizations and events outside of the City of Woodstock are not eligible for proclamations. National or regional events are eligible if there is a local partner.

PROCLAMATION REQUESTS MUST:

- be submitted by City of Woodstock residents or business owners;
- have the sponsorship of a City Council representative
- not duplicate other similar requests; and
- not take sides in matters of political controversy, ideological or religious beliefs, or individual conviction.

PROCLAMATIONS ARE CEREMONIAL DOCUMENTS SIGNED BY THE MAYOR OR MAYOR PRO TEM AND GENERALLY ISSUED FOR:

- Public awareness campaigns
- Nonprofit organizations
- Arts and cultural celebrations within the City of Woodstock
 - Special honors (on the recommendation of the Mayor and/or a member of the Woodstock City Council)
- Birthdays (90, 95 and 100+)

WHO CAN MAKE A PROCLAMATION REQUEST?

- Request must be made by a City of Woodstock resident or organization that does work within the City of Woodstock.

PROCLAMATION PRESENTATIONS:

Proclamations often are read at a Regular Meeting of the Mayor and Council (generally on the second and fourth Monday of each month) and presented to representatives of the organization being honored.

If you would like your proclamation to be presented at a Council Meeting, there must be at least one representative in attendance to accept it. Please contact the City Clerk's Office to schedule the presentation.

Proclamations also can be issued without reading or presentation at a Council Meeting. Please be sure to note on the proclamation form if you would like to pick up your proclamation in person or have it emailed to you instead of being presented during a Council Meeting.

RESTRICTIONS:

The Woodstock Mayor or City Council reserves the right to modify or deny any proclamation request.

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual convictions
- Events or organizations with no direct relationship to the City of Woodstock
- Campaigns or events contrary to City policies

An organization may request only one proclamation annually. However, more than one cause may be proclaimed simultaneously.

An organization or individual does not have exclusive rights to the day, week, or month of their proclamation.

When proclamation criteria are not met, an official letter may be issued.

HOW TO REQUEST A PROCLAMATION:

1. Please submit your request for a proclamation no later than 30-days before the proclamation date. Your request will go through an internal review therefore it is very important to meet the deadline and to fill out the form completely.
2. The body of a proclamation (the "whereas" sections) is limited to 150 words and 5 "whereas" sections. In some cases, the content of the proclamation may be required from the requester prior to consideration.
3. Proclamation Request Forms are available on our website www.woodstockga.gov – Government Tab – City Clerk Tab

Woodstock City Council Proclamation Request Office – 12453 Highway 92, Woodstock, GA 30188 or via email at **chenry@woodstockga.gov** or **rpezzello@woodstockga.gov** or call **770 592-6001**.