



**POLICY AND PROCEDURE**

**NAME: PROCLAMATIONS POLICY**

**CITY OF MARTENSVILLE**

**NUMBER: 95/16**

**1. PURPOSE**

- 1.1 The purpose of this policy is to obtain public recognition of select issues and events deemed to be of interest or benefit to the majority of citizens in the City of Martinsville.

**2. DEFINITIONS**

- 2.1 Proclamation – a formal pronouncement, issued at the discretion of Council, of a message of importance, interest and/or benefit to the community.

**3. POLICY**

3.1 Procedure

- a) All requests for proclamations will be made in writing to the City Clerk’s office at least three weeks before the day/week/month to be proclaimed.
- b) The City will not incur any expenses related to the advertising or promotion of proclamations, unless the proclamation is initiated by a City Department.

3.2 Criteria

- a) A proclamation is a formal pronouncement, issued at the discretion of Council of a message of importance, interest and/or benefit to the community.
- b) Proclamations may be issued to local charitable and non-profit organizations to increase public awareness of their causes and/or to promote fund-raising activities, to support major sporting, cultural and entertainment programs of significance to the City, and civic initiative. Proclamations may be issued in the names of individuals, provided that they are associated with the names of the local charitable or non-profit organizations they have partnered with, and that the application is submitted by the organization and not the individuals. Proclamations which involve commercial enterprises and political parties do not qualify.
- c) Proclamations will not be issued if they promote hatred of any person or class of persons, if they involve illegal activity, or if they contain any inflammatory, obscene or libelous statement.



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- d) Request for Proclamations which do not involve a local organization or business or individual do not qualify.

**4. RESPONSIBILITIES**

4.1 Local Citizen(s), Group(s) or Organization(s) – may make application for proclamations of selected issues or events. The application should be addressed to council and contain the following:

- a) A clear and concise description of the event or issue;
- b) Why the event/issue is of importance to the City of Martinsville as a whole;
- c) The name and telephone number of a contact person for further information, and
- d) The wording required for the proclamation.

**5. CITY CLERK**

5.1 Will be responsible for administering and updating this policy.

COUNCIL ADOPTING RESOLUTION:  
#205/09202016

September 20, 2016



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**APPLICATION**

**NAME OF WEEK TO BE PROCLAIMED:** \_\_\_\_\_

**NAME OF ORGANIZATION:** \_\_\_\_\_

**DATES TO BE PROCLAIMED:** \_\_\_\_\_

**CONTACT INFORMATION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**DESCRIPTION OF EVENT OR ISSUE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WHY THE EVENT/ISSUE IS OF IMPORTANCE TO MARTENSVILLE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORDING OF PROCLAMATION REQUIRED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ARE YOU REQUESTING A FLAG BE FLOWN:** Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*Please note that you must contact the City Clerk to make official arrangements for the flag raising ceremony, if approved. It is also your responsibility for any costs incurred as well as contacting the local media if you would like them in attendance

**Mayor's Approval:** \_\_\_\_\_

Signature

\_\_\_\_\_

Date