



CITY OF OAK POINT POLICY STATEMENT

Subject	Method of Approval	Date of Approval
Policy for Responding to Public Requests for Proclamations	Resolution No. 2014-06-013R	06/16/2014

I. PURPOSE

The purpose of this policy is to provide a vehicle that will encourage public awareness or provide recognition for events, achievements, and activities that are significant to the City of Oak Point. The policy provides a mechanism to acknowledge individuals who have achieved national or international distinction, or whose contribution to the community demands significant recognition. This policy also defines those types of events, achievements, and activities that are not to be considered for proclamation by the Mayor.

II. POLICY

It is the policy of the City Council to consider requests from the public to proclaim certain events or causes when such proclamations positively impact the community and convey an affirmative message to residents. The following guidelines and requirements apply to requests for consideration of proclamation:

1. The person(s) making the request should be a City of Oak Point resident(s) or otherwise associated with the City.
2. A request for a proclamation shall be made at least three (3) weeks in advance of a regularly scheduled City Council meeting. Meetings are generally held on the third Monday of each month.
3. A local citizen should agree to be in attendance to accept the proclamation.
4. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs or policy determinations.
5. The City of Oak Point retains the right to decide if the proclamation will be issued or not.

III. CRITERIA

A. GENERAL CRITERIA

In general, a proclamation shall foster a sense of community and demonstrate respect and tolerance for all persons. A proclamation may be issued to:

1. Charitable and non-profit organizations, including arts, athletic and cultural celebrations to help increase public awareness of their programs and activities;
2. An individual who has achieved national or international distinction, or whose significant contribution to the community demands recognition;
3. An organization or an individual that is associated with the City of Oak Point.

Examples of acceptable proclamations include proclamations recognizing civic promotions, public awareness campaigns, charitable fundraising campaigns, arts and cultural celebrations, special honors for individuals or organizations for special achievements, local community or County related events and initiatives, initiatives by local, province-wide or nationwide community service organizations, promotion of health initiatives, promotion of multi-cultural awareness, bona fide charities for local, province-wide or nationwide benefit, and topics of general community or public interest (such as anti-crime, workplace injury awareness and anti-racism).

A proclamation will NOT be issued to recognize:

1. Matters of political controversy;
2. Religious organizations or religious events or celebrations;
3. Organizations or events with no direct relationship to Oak Point or its citizens;
4. Celebrations, campaigns or events that are contrary to City policy or ordinances;
5. Celebrations, campaigns or events intended for profit making purposes;
6. Attempts to influence government policy;
7. Matters of political controversy, ideological or religious beliefs, or individual conviction;
8. Causes which are controversial in nature;
9. Individual birthdays less than 100 years;
10. Weddings or wedding anniversaries;
11. Deceased persons;
12. Personal political or business endorsement of individual or for profit business;
13. Family or class reunions;
14. Commercial purposes, such as the opening of a new business, a new service, a new product or a new professional service.

A proclamation request shall be submitted on an application provided by the City and include:

1. The contact person's first and last name, address, and telephone number.
2. A brief summary and/or background of the event or organizations.
3. The name and date(s) of the day, week, month of the event to be proclaimed.
4. Draft text for the proclamation, including a minimum of four and a maximum of six "whereas" clauses to provide adequate facts about the subject matter of the proclamation.

5. An indication of whether the proclamation should be mailed or will be picked up and the date.
6. A date when the proclamation is needed.

IV. PROCEDURES

A. SUBMISSIONS OF REQUESTS

1. All requests for proclamations must be submitted a minimum of three (3) weeks prior to the Council meeting the proclamation will be presented. Council meetings are held on the third Monday of each month.
2. The person(s) making the request must submit a completed application requesting a City proclamation.
3. The City Manager or designee will determine if the proposed proclamation meets the intent of this policy. Requests that fail to meet the above listed criteria will not be processed.
4. The applicant must include draft text for the proclamation with a minimum of four "whereas" statements but not to exceed six.
5. Once approved, the proclamation will be added to the appropriate City Council agenda. It is preferred that the proclamation be presented and pictures taken at the meeting.
6. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.