



Proclamation Policy Discussion

CITY COUNCIL MEETING – May 13, 2025

City Staff Representative:
Department:

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Proclamations

What is a proclamation?

An official document issued by the mayor proclaiming a celebration or recognition of an individual, organization, or event, or designating or proclaiming a day, week, or month a special day to celebrate historic or cultural events or support a specific initiative.



Examples

Requirements

- A proclamation must relate to the City or to an organization within the City, or to a statewide or national issue affecting the City.
- Individuals or organizations located within the City are eligible to submit a proclamation request. National or regional events are eligible if there is a local partner.
- Purposes include public awareness, education, civic, and cultural celebrations.
- Only City residents can submit.

Prohibitions

- Proclamations that relate to a profit-making venture or of a political nature will not be approved.
- Individuals, for-profit businesses, and organizations and events outside the City are not eligible for a proclamation.
- May not take sides in matters of political controversy, ideological or religious beliefs or convictions.
- Political, religious, or controversial proclamations are discouraged.

Examples

- Proclamations may be read at a City Council meeting.
- Proclamations are not read during City Council meetings.
- Proclamation may be presented at a City event, at a community, non-profit or private event.
- Presented to a representative at the meeting.
- Proclamations to reflect positively upon the community or have a positive citywide impact.
- Must have a local connection.
- Issuing a proclamation does not indicate or imply a policy endorsement from the City Council or the City.
- Approval is not automatic, and the mayor reserves the discretion to approve or deny proposed proclamations.
- City retains the discretion or the right to edit, modify, or otherwise amend the proclamation as the City deems appropriate or to meet the City's requirements, needs, or policy determinations.

Timing and Other Procedural Language

- Must be submitted at least 4 weeks before the date the applicant would like the proclamation presented.
- 21 days before the requested meeting.
- Two weeks before the meeting.
- Submitted to the City Clerk via email.
- Submitted via an online portal.
- Requests are not renewed annually and must be submitted each year.
- Only one proclamation per year per subject matter.

Questions for City Council

- Who can submit a request?
 - Any limitations?
- What purposes are permissible?
- What is the timing for requests?
- To whom are requests submitted?
- Location and method of delivery?

