

# Proclamation Policy Discussion

CITY COUNCIL MEETING - May 13, 2025

City Staff Representative:

Department:

Alicia Calderón, City Attorney City Attorney's Office

## **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.



#### Colorado Applies Month

WHEREAS, Ninety percent of Colorado jobs that are sufficient to support a family of three require some form of post-secondary education; and

WHEREAS, more than half of Colorado high school graduates won't earn a degree or credential from a traditional post-secondary institution; and

WHEREAS, we should remind Colorado students that higher education is within their reach and a positive step toward their career and life goals; and

WHEREAS, we should encourage all high school seniors in Brighton to submit at least one application to a higher education institution and file a Free Application for Federal Student Aid; and

WHEREAS, Colorado Applies Month provides resources that help educators inspire a school-wide college and trade school-going culture that celebrates the opportunity for post-secondary education; and

WHEREAS, Colorado Applies Month equips students with web resources that enable them to apply to college early through "My Colorado Journey"; and

WHEREAS, on Colorado Free Application Days, October 15-17, 2024, applicants who submit their admission application to Colorado's colleges and universities can do so for free.

NOW, THEREFORE BE IT RESOLVED, that I, Gregory Mills, Mayor of the City of Brighton, on behalf of the City Council, proclaim October 2024 as Colorado Applies Month and encourage all students to submit at least one application.

DATED this 1st day of October 2024



CITY OF BRIGHTON

Gregory Mis, Mayor Peter Padilla, Mayor Pro Tem Chris Fiedler Tom Green Matt Johnston Jan Pawlowski Jim Snyder Ann Taddeo Lloyd Worth

## **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 profitmaking 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?

