



PROCLAMATION POLICY

PURPOSE

This policy applies to any person, employee, entity, or organization requesting a City of Reynoldsburg proclamation. The purpose of this policy is to establish guidelines for the issuance of proclamations by City Council and/or the Mayor.

REQUEST A PROCLAMATION

Proclamations are ceremonial in nature and are provided by the Mayor's office and/or City Council as a service to Reynoldsburg residents in recognition of local residents, organizations, events, or public announcements. These public service documents are strictly honorary and not legally binding. Issuance of a proclamation does not necessarily constitute an endorsement by the City of Reynoldsburg government.

POLICY

It is the policy of the City Council and Mayor to consider requests to proclaim certain events, causes, or achievements when such proclamations positively impact the community, are relevant to the City of Reynoldsburg, and convey an affirmative message to Reynoldsburg residents. Proclamations, which are political, religious, controversial in nature, or would not likely enjoy a high level of community interest and support, are discouraged. Mayoral and City Council proclamations are official City documents and may be issued at their discretion for purposes including, but not limited, to, public awareness, education, civic, and cultural celebrations.

PRESENTATION OF PROCLAMATION

The person or organization requesting the proclamation must specify whether the proclamation is to be mailed, held of pick-up, or presented during a City Council meeting. Offsite presentations or proclamations are not typical and are at the Mayor's discretion. Presentation at a specific City Council meeting is not guaranteed and must be approved in advance by the Clerk of Council.

INFORMATION REQUIRED

All requests for proclamations must be submitted on the Proclamation Request Form and emailed to the Mayor's Office at jrosenthal@reynoldsburg.gov or the Clerk of Council's Office at mprasher@reynoldsburg.gov. All applications should be submitted fourteen (14) days prior to the date needed. A brief history of the organization or a description of the purpose, goals, motto, or theme of the event is required to complete the proclamation. If funds are to be raised, who will benefit from the event and what will take place during the time of celebration/recognition, including dates and times, should be included.

Requests received will be administered by the Office of the Mayor or Clerk of Council. Submission of a request does not guarantee the issuance of a proclamation. Draft proclamations are encouraged to be submitted with the application to expedite the process.

GUIDELINES AND PROCEDURES

Requests for proclamations must be submitted in writing to the City Clerk or Mayor's Office at least ten business days prior to the date when the proclamation is needed.

- Draft proclamations are encouraged to be submitted with the application to expedite the process.
- Proclamations are reviewed on a case-by-case basis to ensure they adhere to the guidelines.
- Annual or other repeat requests must be made in writing for each event in accordance with these guidelines. Proclamations are not automatically renewed.
- Only one proclamation will be issued per event.
- The Mayor or Council President will review, edit, and approve all proclamations.
- The Mayor or Council President will contact the requestor to establish the event, date, and time of the presentation of the proclamation.
- The requestor, or his/her designer, shall attend the event where the proclamation is presented or provide where the proclamation should be mailed.

Disclaimer: The Mayor or Council President retain the sole right to determine if a proclamation will be issued or denied.



