City of **Port** **Townsend**
ADMINISTRATION

## Policy: Public Requests for Proclamations

It is the policy of the City Council to consider requests to proclaim certain events or causes when such proclamations pertain to a Port Townsend event, person, organization, or cause with local implications. Council will consider requests that are timely, have potential relevance to a majority of Port Townsend's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of Proclamations which are read at Council meetings.

### Proclamations to be Read at Council meetings

1. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed Proclamation to the City Clerk's office.

2. The request should be made at least three weeks in advance of the requested Council meeting.

3. The Mayor and City Manager (or staff designee) will determine if the proposed proclamation meets the intent of this policy.

4. Council will make no more than two proclamations at a Council Meeting. Either the person making the request or a representative of the organization making the request must be present at the Council meeting to accept the proclamation.

5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.

6. The City retains the right to decide if the proclamation will or will not be issued.

7. Once approved, the proclamation will be included on the appropriate Council agenda.

8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

### Proclamations Requested which will not be Read at a Council Meeting

If a person or organization requests a proclamation for an event or presentation and does not request it be read at a Council meeting, the same policy will apply. The requestor must arrange with the Clerk's office to either pick up the proclamation or have it mailed.