



- 1 B. The Mayor may accept requests from residents not meeting the 30-day requirement on a case-  
2 by-case basis.
- 3 C. All requests should clearly include the name, address, and telephone number of the person(s)  
4 making the request and the name of the person(s) accepting the proclamation at the Council  
5 meeting. If no one is present to accept the proclamation personally, the reading of the  
6 proclamation at the meeting will be dispensed with, and it will be mailed to the requestor or  
7 designee.
- 8 D. Requests shall include draft proclamation language and background information about the local  
9 event, exceptional person(s), non-profit organization, or occasions of importance.
- 10 E. Renewal requests will be considered on a case-by-case basis.
- 11 F. Requests for out-of-city events or for-profit causes will be denied.
- 12 G. National or International groups requesting proclamations must have an in-city sponsor.
- 13 H. Submission of a request does not guarantee issuance of a proclamation. Letters from the Mayor  
14 or other forms of recognition may be issued when a proclamation request does not meet the  
15 guidelines.

16 Section 4. Effective Date. This Resolution shall take effect upon its adoption.

17 Section 5. Conflicts. This Resolution shall supersede and replace any conflicting resolutions to the  
18 extent of the conflict.

19 Adopted by the City Council on this 6 day of August 2024.

20 \_\_\_\_\_  
21 NICHOLAS FOURAKER, MAYOR

22 Attest:

23 \_\_\_\_\_  
24 Yolanda Quiceno, CMC-City Clerk

25 \_\_\_\_\_  
Approved as to form and legality - City Attorney

1 STATE OF FLORIDA

2 COUNTY OF ORANGE

3 I, YOLANDA QUICENO, CITY CLERK OF BELLE ISLE, FLORIDA, do hereby certify that the above and foregoing  
4 Resolution 24-08 was duly and legally passed and adopted by the Belle Isle City Council in session  
5 assembled. At this session, a quorum of its members was present on the \_\_\_\_\_ day of August 2024.

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8 Yolanda Quiceno, City Clerk

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**Exhibit A**

**Ceremonial Documents Policy and Application**

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