



## CITY OF MANSFIELD PROCLAMATIONS/ RECOGNITION POLICY

Effective Date: 10/10/2023

Joe Smolinski, City Manager

Approved by :

A handwritten signature in black ink, appearing to read 'joe smolinski'.

### **A. PURPOSE**

The City of Mansfield's Proclamations and Recognition Policy outlines the process for requesting proclamations, letters of recognition, or appearances by the City of Mansfield City Council.

### **B. PROCESS**

All requests must be made in writing via the MansfieldTexas.gov online submission form a minimum of 30 days in advance and are limited to Mansfield residents, Mansfield-based organizations, or businesses.

All requests for proclamations or letters of recognition will be reviewed and considered on a case-by-case basis for support from the City Council. Any provided language may be edited or rewritten at the discretion of City staff to reflect the City's vision, mission, and guiding principles.

### **C. GENERAL GUIDELINES**

#### **Proclamations**

Proclamations are ceremonial documents signed by the Mayor that are issued during a regularly scheduled City Council meeting. Requests **WILL** be considered for the following events or purposes:

- Matters of significant or notable achievement, recognition or contribution to the community
- Non-profit organizations
- The City may recognize a nationally recognized Day, Week, or Month, such as, "National Public Works Week," or "Parks and Recreation Month," etc.

Proclamations **WILL NOT** be issued for:

- Campaigns or matters that do not align with the City's vision, mission, or guiding principles
- Events or organizations with no direct relationship with the City of Mansfield
- Advertisements, commercial promotion, or for-profit purposes
- Matters that suggest an official city position on a matter under consideration or to be voted on by the City Council
- An annual proclamation without some new or noteworthy achievement

## **Letter of Recognition**

Letters of recognition are letters signed by the Mayor to celebrate or recognize the following:

- Significant birthdays or anniversaries
- Welcome letters for conferences, or travel groups
- Accomplishment, achievement, or contribution to the Mansfield community

Letters of recognition may be mailed or picked up through appearance\* if available.

\*Appearances by the Mansfield City Council must be submitted through the online form request.