



Proclamation Process

COUNCIL POLICIES & VALUATION COMMITTEE – JANUARY 14, 2026

Why are we reviewing Proclamations



- Formal proclamations bring people together around common values or causes, creating opportunities for participation, dialogue, and collaboration.
- By clearly recognizing what matters to the community, the procedure helps foster unity, civic pride, and a deeper sense of belonging among local residents
- Providing a clear process and parameters ensure we are demonstrating equality and a friendly path forward
- Setting procedures make it easier to request proclamation

Celebratory Documents - Proclamation, Certificate, or Letters

Define a Proclamation in the City of Burleson? Formal Declaration

- Intended to honor or celebrate special events, significant issues or increase awareness of a program that are rooted in or held by city of Burleson residents or organizations
- Honor a person or people that are making a difference in the City of Burleson
- Traditionally recognized “Day”, “Week”, or “Month”, these can be nationally, specific to Texas, or an organization/department



Celebratory Documents - Proclamation, Certificate, or Letters

Define other documents City of Burleson? Certificates of Recognition or Letter of Recognition? In lieu of formal proclamation

- Significant birthdays, anniversaries, celebrations, events, accomplishments, achievements, or contributions
- Contributions to the community or organizations
- At the request of staff or Burleson residents/organizations



What criteria
does the council
want to consider?
If any?

- **A resident of the City of Burleson**
- **A Burleson based organization**
- **A former resident of the City of Burleson**
- **Special event or days that promote the city or are historically significant**
- **Increase awareness of programs and people that make Burleson special**
- **Staff initiated**



Are there any events or requests that will not be considered?

- Birthdays less than 100 years
- Wedding anniversaries or business anniversaries
- Business endorsements/advertisement of individuals or for profit business
- Family/class reunions
- Retirements (that are not city of Burleson employee), groundbreakings/business openings
- National or international groups requesting a proclamation without an in-city sponsor
- Matters of political, ideological, religious, controversy, or individual commercial interests



Making sure we are fair and equitable in the process



- ✓ All requests must be made via the City of Burleson forms portal
- ✓ All requests must be made 30 days in advance
- ✓ Proclamations will be distributed in one of the following ways:
 - ✓ At a city council meeting
 - ✓ At a community event
 - ✓ Picked up from the CSO
 - ✓ Mailed to requestor

Properly
create a
request must
contain:



- ☐ Title of what is proclaimed/event
- ☐ Date of the event or proclamation
- ☐ At least 4 facts to be used in the creation
- ☐ Name, telephone number, or email of requestor
- ☐ If requestor would like proclamation presented at a council meeting or mailed. If mailed requestor must provide mailing address

To help in creating staff may:

- ✓ review and consider on a case-by-case basis
- ✓ edit provided language and rewritten portions at the discretion of the City staff
- ✓ City reserves the right to deny any request for any proclamations or certificate
- ✓ In lieu of issuing a proclamation issue a certificate of recognition or letter of recognition
- ✓ Review the calendar and make arrangements for presentations outside of council meetings as is appropriate



QUESTIONS / COMMENTS

