

# Proclamations

## Procedure to Request Proclamations

### Criteria

An organization may request only one proclamation annually. More than one cause can be proclaimed simultaneously. An organization does not have exclusive rights to the day, week or month of their proclamation. Requests for proclamations that meet the criteria are provided to the organization and not presented during City Council meetings.

The City of North Richland Hills will issue a proclamation at no charge to recognize:

- North Richland Hills resident(s) who achieves a goal well above the ordinary;
- A North Richland Hills organization for outstanding achievement or contribution to the community;
- Special events or days that promote the City or are historically significant to the North Richland Hills community;
- Nationally recognized "Day", "Week" or "Month" of civic, professional or health organizations when requested by a local chapter; or
- The City may recognize a nationally recognized "Day", "Week" or "Month", such as "Public Works Week", "Parks and Recreation Month" or "Municipal Clerks Week", etc.

Proclamations are issued at the sole discretion of the City. Proclamations are generally not issued for the following:

- Commercial purposes, such as the opening of a new business;
- Business anniversaries, other than 25, 50, 75 and 100 years;
- Deceased persons;
- Retirements;
- Birthdays that are less than 100 years;
- Anniversaries or weddings;
- Organizations or individuals with no direct relationship to North Richland Hills; and
- Matters of political controversy, ideological beliefs or individual conviction.

A Certificate of Recognition may be offered as an alternative when the proclamation criteria are not met.

### Procedure

Requests for proclamations will be made in writing to the [City Secretary's Office](#) at least 10 working days in advance of when it is needed. Typically only one proclamation is issued for each event and duplicate originals are not provided. Requestors will provide the following information:

- Specific title of what will be proclaimed and why the event/issue is of importance to the City as a whole;
- Date of the event and date for proclamation (if different from event);
- Sample language for the proclamation, with a minimum of four points/statements and no more than six. Information should include background of the person, organization or event being proclaimed; and
- Name, telephone number, and e-mail address (where applicable) of the contact person making the request, as well as the name and address of the person to receive the signed proclamation.

### Presentations

The Mayor is frequently invited to present a proclamation at an event. Due to scheduling, the Mayor may request a member of the City Council make the presentation. When no Council members are available to present the proclamation, the requestor may pick up the proclamation from the City Secretary's Office.