

**STATE OF GEORGIA  
COUNTY OF CLAYTON**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION TO REVISE THE PROCLAMATIONS  
POLICY FOR THE CITY OF FOREST PARK**

WHEREAS the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City Council desires to establish a fair and equitable proclamations policy for the City of Forest Park;

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK HEREBY RESOLVES:

**SECTION 1. Approval.** The proclamations policy attached hereto as Exhibit A is hereby approved.

**SECTION 2. Public Record.** This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

**SECTION 3. Authorization of Execution.** The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

**SECTION 4. Attestation.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

**SECTION 5. Effective Date.** This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

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SO RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor Angelyne Butler

\_\_\_\_\_  
Council Member Kimberly James, Ward 1

\_\_\_\_\_  
Council Member Dabouze Antoine, Ward 2

\_\_\_\_\_  
Council Member Sandra Bagley, Ward 3

\_\_\_\_\_  
Council Member Latresa Wells, Ward 4

\_\_\_\_\_  
Council Member Allan Mears, Ward 5

ATTEST:

\_\_\_\_\_ (SEAL)  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

## **EXHIBIT A**

### **CITY OF FOREST PARK POLICY ON PROCLAMATIONS**

Among the many ceremonial functions of the office of Mayor is recognizing and honoring people, events, activities, organizations, issues, etc. through the issuance of formal proclamations. Proclamations may or may not be issued publicly, depending on timing, the wishes of the recipient(s), and available time and space on City Council agendas. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of local citizens and non-profit organizations, honor occasions of importance and significance, and to increase public awareness of issues to improve the well-being of the citizens of Forest Park.

#### **GUIDELINES**

The issuance of a proclamation should comply with the guidelines below.

Proclamations may generally be issued for the following purposes:

1. Memorializing special or exemplary events or days, both within and outside of Forest Park, including certain national days of celebration, recognition, or mourning.
2. Recognizing Forest Park business anniversaries of fifty years or more.
3. Recognizing retirements from the City of Forest Park following thirty-five or more years of continuous service.
4. Supporting local arts and cultural celebrations.
5. Recognizing achievement of high rank or success within a local non-profit organization.
6. Recognizing unique or especially successful local school-related activities, such as in academics, athletics, music, etc.
7. Honoring local nonprofit service groups for their work in the community.
8. Recognizing individuals for outstanding achievements in or for contributions to the community.
9. Supporting public awareness campaigns that have the potential to enhance public health, safety, or wellness.
10. Recognizing special or unique honors.
11. Recognizing other exceptional events, activities, and/or people.

Unless agreed to by the City Council, proclamations may generally not be issued for the following purposes:

1. Groups or individuals from outside Forest Park.
2. Matters of a political nature.
3. Controversial issues or organizations.
4. Events or activities that do not benefit Forest Park.
5. National or international groups requesting a proclamation without an in-city sponsor.
6. Events, campaigns, or activities that are contrary to or in opposition to adopted City policies, plans, or ordinances.
7. Personal activities not of a general public interest, such as deaths, family reunions, birthdays, anniversaries, groundbreakings, business endorsements, etc.

### **PROCEDURE**

All proclamation requests must be submitted in writing to the City Clerk at least fifteen (15) business days prior to a regular council meeting date or of the event to be recognized. Copies of such request shall be distributed to each member of the Council at the same time. Submission of a proclamation request does not guarantee its issuance. The mayor and/or a veto proof majority of City Council shall have the right to modify or deny any proclamation request, consistent with this policy.

Individual(s) or organization(s) seeking a proclamation must accompany the request with:

1. Contact person's first and last name, address, telephone number, and e-mail address.
2. A brief summary or background of the event or organization.
3. Proposed text to enable writing of the proclamation, including a minimum of four points.
4. The name and date(s) of the day, week, month, or event to be proclaimed.
5. Date of event for proclamation and date proclamation is to be ready for pick up.

### **DISTRIBUTION**

Proclamations may be distributed in one of the following ways:

- Presented at the first regular City Council meeting of each month;

- Photo opportunity with the Mayor and City Council, or Mayor Pro-Tem in the absence of the mayor; or
- Picked up in the City Clerk's office.

All proclamations shall be presented at the first City Council meeting of each month but will be scheduled in the City's sole discretion. Proclamations presented on such occasions must be sponsored by the Mayor, a Council Member, or City Staff. Proclamations must be approved by the majority of the City Council to be created and issued. During such presentations and during any City Council meeting only the Mayor or Mayor Pro Tem or a designee shall read or perform any ceremonial acts with respect to any proclamation. It shall not be in order to issue any proclamation, letter of congratulations or similar matter at a Council meeting, if not done in compliance with the procedures set forth herein.

A congratulatory letter is an alternative where proclamation criteria are not met. The City staff shall endeavor to have any requested pictures taken prior to any City Council meeting, to not delay official business.

For proclamations honoring an individual or organization for city-wide contributions, attempts are made to obtain signatures of all City Council Members.