



LAWRENCEVILLE

GEORGIA

Policy: Ceremonial Documents Policy
Policy Number:
Date: May 22, 2024
Authority: City Manager

SUBJECT

The City of Lawrenceville believes that individuals and/or organizations should have the opportunity to be recognized through noteworthy contributions and/or achievements of individuals and organizations that positively directly impact the City's citizens.

PURPOSE

The purpose of this policy is to provide a set of standard guidelines and procedures for the issuance and to establish standards for Ceremonial Documents which include: -;
Proclamations by the Mayor, Recognitions at City Council Regular Meetings by the Mayor, and Letters from the Mayor.

POLICY

Among the many ceremonial functions of the Office of Mayor, is recognizing and honoring people, events, activities, organizations, etc. that positively directly impact the City of Lawrenceville Community through Recognitions which include: the issuance of Proclamations from the Mayor, Letters from the Mayor, and Recognitions at City Council Regular Meeting by the Mayor. Recognitions 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.

TYPES OF RECOGNITION

1. Proclamation –
 - All proclamations are strictly honorary and are not legally binding. The city will consider a request for a proclamation from City of Lawrenceville residents or organizations that do direct work in the city. The request should have local appeal, have a positive direct impact on our community and promote positive quality of life activities taking place in the City of Lawrenceville. The issuance of a proclamation by the Mayor does not require action by the City Council as a whole. It should, however, comply with the guidelines below.



LAWRENCEVILLE

GEORGIA

- Proclamations are issued by the Mayor to typically recognize and celebrate the extraordinary achievements of local citizens, non-profit organizations, and schools within the community, to honor occasions of importance and significance to the community, and to increase public awareness of issues to improve the well-being of the citizens of Lawrenceville.
 - Proclamations will not be issued for any matter with potential political controversy, or which may suggest an official City position on a matter under consideration or to be voted upon by the City Council. Additionally, the Mayor will not recognize any group whose policies or aims advocate violence, hatred, or any other position contrary to the well-being of the citizens of the City of Lawrenceville or the quality of life in Lawrenceville. No proclamation shall be used as part of an advertisement or commercial promotion without the express permission of the Mayor's Office.
2. Recognitions at City Council Regular Meetings –
 - When time permits, individuals and/or groups may be recognized for special achievements, such as: new staff members, accomplishments of staff, Teacher of the Year, School Championships, City Partners/Vendors special efforts within the City, City Volunteers, matching the standards provided in said policies.
 3. Letters from the Mayor –
 - Letters from the Mayor are an acknowledgement where an individual and/or group did not meet the criteria or standards when a request was made for a Proclamation or Recognition. A letter may also be issued when the Mayor wishes to recognize an individual and/or group that positively directly impacts the City of Lawrenceville community or is simply a correspondence letter. Letters from the Mayor may be presented at functions outside of City Council Meetings, delivered electronically, by mail, or made available for pickup at City Hall.

GUIDELINES FOR ISSUANCE OF PROCLAMATIONS

Proclamations may generally be issued for the following purposes:

1. Memorializing special or exemplary events or days, both within and outside of Lawrenceville, including certain national days of celebration, recognition, or mourning.
2. Recognizing Lawrenceville business anniversaries of fifty years or more.



LAWRENCEVILLE

GEORGIA

3. Recognizing retirements from the City of Lawrenceville 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, such as scouting.
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 Lawrenceville.
2. Matters of a political nature, ideological or religious beliefs, or individual convictions.
3. Controversial issues or organizations.
4. Events or activities that do not benefit Lawrenceville.
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, groundbreaking, business endorsements, etc.

Please note: The above list is not exhaustive, and each request will be considered on a case-by-case basis and approved at the discretion of the Mayor.



LAWRENCEVILLE

GEORGIA

Limitation: Individuals/Organizations are limited to receiving one ceremonial document per calendar year.

Things to keep in mind

- All requests will be evaluated through an internal review and approval process.
- Submission of a request does not guarantee the issuance of a ceremonial proclamation or letter.
- Draft language submitted may be edited or revised by the Office of the City Clerk
- Any missing information and/or documentation may result in the delayed processing of your request.
- Requests received via any other method (phone, mail, fax, verbal) or to any other person than the Office of the City Clerk will not be honored.

PROCEDURES FOR REQUESTING PROCLAMATIONS

Request and supporting documentation shall be filed with the City Clerk using the required form at least twenty (20) days prior to the appropriate council meeting or of needing the proclamation. Submission of a proclamation request does not guarantee its issuance. The Mayor shall have the right and has the final decision to modify or deny any proclamation request, consistent with this policy. Proclamations may be issued during the “Proclamations” portion of a council meeting.

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 and why this day should be proclaimed.
3. Proposed text to enable writing of the proclamation, including a minimum of four points. The body of the proclamation (the “whereas” sections) is limited to 200 words.
4. The name and date(s) of the day, week, month, or event to be proclaimed.



LAWRENCEVILLE

GEORGIA

5. Date of event for proclamation and date proclamation is to be ready for pick up.
6. Please do not make announcements or plans for the proclamation until you have received confirmation of its approval from the City Clerk.

PROCEDURES FOR REQUESTING LETTERS FROM THE MAYOR

Request and supporting documents shall be filed with the City Clerk using the required form at least twenty (20) days prior to the appropriate council meeting or of needing the letter. Submission of a letter request does not guarantee its issuance. The Mayor shall have the final decision to modify and/or deny any recognition request, that is not consistent with this policy.

1. Prepare information **20 days** prior to the event or date needed.
2. Complete the required form online at <https://www.lawrencevillega.org/712/Proclamations-Overview>, information included should be:
 - a. Contact information
 - b. Background of the event, individual, or organization
 - c. Four facts about the proposed recognition
 - d. Necessary date(s) and time(s)
3. Incomplete applications will not be processed.
4. Do not announce the recognition until you have received confirmation of its approval.
5. The City Clerk will confirm an official approval or denial with you after the submittal for request has been reviewed.
6. If approved, you may pick up your letter in person, receive by mail or email, may also be presented at your event pending the availability of the Mayor.

PROCEDURES FOR REQUESTING RECOGNITION AT CITY COUNCIL REGULAR MEETING

A Recognition may be recommended by the City Manager and City Council Members. The Mayor shall have the right and has the final decision to modify or deny any recognition request consistent with this policy. The Mayor must approve a recognition request made by the majority of the City Council which request is consistent with this policy.



LAWRENCEVILLE

GEORGIA

1. Request should be submitted to the City Clerk **20 days** prior to the Regular Meeting
2. Complete the required form online at <https://www.lawrencevillega.org/712/Proclamations-Overview>, information included should be:
 - a. Contact information
 - b. Background of the event, individual, or organization
 - c. Four facts about the proposed recognition
 - d. Necessary date(s) and time(s)
3. The City Clerk will confirm an official approval or denial with you after the submittal for request has been reviewed
4. The announcement may be made at the appropriate City Council meeting if approved.

Chuck Warbington, City Manager

ATTEST:

Karen Pierce, City Clerk