

# Town of New Castle

## Policy on Town Council Proclamations

### Purpose

This policy outlines the criteria and process for the consideration and issuance of official proclamations by the Town Council. Proclamations are ceremonial recognitions of events, individuals, or issues that have community-wide significance.

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### Who May Submit a Proclamation Request

Proclamation requests may be submitted by:

- Community organizations or civic groups
  - The Mayor
  - Members of the Town Council
  - Individual community members
  - Regional, state, or national organizations with a connection to the local community
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### Acceptable Reasons for a Proclamation

Proclamations may be considered if they:

- Recognize a local event or activity
  - Honor a person, group, or organization that has had a meaningful impact on the Town
  - Bring attention to an issue or opportunity of interest or benefit to the overall community
  - Declare a local policy stance on a non-political and non-controversial topic
  - Acknowledge regional, statewide, or nationally recognized events or activities that have local relevance
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### Proclamation Request Submission Requirements

All proclamation requests must include the following:

- Contact name
- Mailing address
- Phone number

- Email address
  - Proclamation title
  - Name of individual who will present or receive the proclamation
  - All relevant background information, important points, and significance of the proclamation
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## **Review and Approval Process**

### **1. Submission and Review**

Requests must be formally submitted to the Town Clerk. The Town Clerk will present all proposals to the Town Council at the next available Town Council meeting. Council members may provide feedback or raise concerns during the Council comment period.

### **2. Determining Consensus**

If there is a clear consensus from the Council, the proclamation will be placed on the agenda for formal recognition at the next regular Council meeting. If no consensus is reached, the proclamation will not move forward.

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## **Proclamation Timeline**

- Proclamation requests must be submitted at least one (1) month prior to the proposed proclamation date.
  - Every effort will be made to ensure proclamations are issued just before or at the beginning of the time period being recognized.
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## **Additional Notes**

- All proclamations are ceremonial in nature and do not carry the force of law.
  - The Town Council reserves the right to decline any proclamation request for any reason, consistent with this policy.
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# Town of New Castle

## Proclamation Request Form

Thank you for your interest in submitting a proclamation request to the Town of New Castle. Please complete the form below. Incomplete submissions may not be considered. All proclamations must align with Town policy and may not be considered if political, religious, or controversial in nature.

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### Contact Information

**Contact Name:**

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**Mailing Address:**

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**Phone Number:**

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**Email Address:**

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### Proclamation Details

**Proclamation Title:**

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**Name of Individual Who Will Present or Receive the Proclamation:**

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**Proclamation Background and Significance:**

Please include relevant background information, important points, and the significance of the proclamation.

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**Submission Instructions:**

Please return the completed form to the Town Clerk's Office by mail or email. Proclamations must be submitted at least one month prior to the requested date of recognition.

Submit your completed for to:

Mindy Andis

Email: [mandis@newcastlecolorado.org](mailto:mandis@newcastlecolorado.org)