

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 serve as a ceremonial recognition of events, people, or issues that have community-wide significance.

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

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

Prohibited Proclamations

The Town will not issue proclamations that are:

- Political in nature or support a political position, candidate, or campaign
- Religious in nature or promote any religious ideology or group
- Controversial, divisive, or inconsistent with the Town's values of inclusivity, civility, and neutrality in governance

Review and Approval Process

1. Initial Consideration by Council:

A Town Council member may propose an idea for a proclamation at a regular Council

meeting. The council will briefly discuss whether the idea meets the criteria set forth in this policy.

2. **Submission and Staff Review:**

Requests may be formally submitted to the Town Clerk. Town staff will review the request to confirm compliance with policy requirements.

3. **Draft Circulation and Feedback:**

If the request meets the criteria, staff will prepare a draft proclamation and distribute it to the Council for review. Council members may provide feedback or raise concerns during the Council comment period.

4. **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 there is no consensus, the proclamation will not move forward.

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
- Desired date to appear on the proclamation
- Full proclamation text, including appropriate "WHEREAS" and "THEREFORE" clauses

Proclamation Timeline

- Proclamation requests must be submitted no later than **one (1) month prior** to the proposed date of the proclamation.
- Every effort will be made to ensure proclamations are made **just before or at the beginning** of the time period being recognized.

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.

**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 political, religious, or controversial in nature.

Contact Information

Contact Name:

Mailing Address:

Phone Number:

Email Address:

Proclamation Details

Proclamation Title:

Name of Individual Who Will Present or Receive the Proclamation:

Desired Date to Appear on the Proclamation:

Proclamation Text

Please include the full proclamation language, including a series of “WHEREAS” clauses that describe the purpose and importance of the proclamation, followed by a “THEREFORE” clause that states the formal declaration.

(Attach additional pages if needed.)

Full Proclamation Text:

Submission Instructions

Submit your completed form to:
Mindy Andis
Email: mandis@newcastlecolorado.org

Requests must be submitted at least four weeks in advance of the desired proclamation date.