

CITY OF SANGER

PROCLAMATION POLICY

PURPOSE

The City of Sanger Mayor and City Council of Sanger are always honored to celebrate our staff and citizens for special anniversaries, events, and programs. Proclamations are a formal declaration by the Mayor in honor of a day/week/month special event. We take great pride in our community and value the opportunity to honor the groups, organizations, and institutions that make Sanger a place we are proud to call home.

Proclamations will not be issued for business groundbreaking, ribbon-cutting, or grand-opening events. Whenever possible, a sample proclamation or wording should be provided. One formal presentation copy will be provided at no charge; additional copies will be available upon request.

GUIDELINES

All ceremonial requests are subject to final approval by the Mayor and/or City Council. The City of Sanger reserves the right to:

- a) edit all requests to reflect the City's vision, mission, and goals; and
- b) decline any request without further details.

Requests for a proclamation should have a specific local connection with the City of Sanger unless the request involves a special significance to the City, region, or state, as determined by the Mayor.

As a municipal government, the City of Sanger is non-partisan and, therefore, does not issue proclamations or consider ceremonial requests that are political or potentially controversial in nature.

All requests for Proclamations should be made to the City Secretary's Office via email at citysecretary@sangertexas.org. When submitting a request, please provide clear and detailed information, including sample wording, key facts about the subject, and enough details to create at least four to five bullet points. Be sure to include the contact information for a person we can reach with any questions.

On occasion, proclamations may be presented by the Mayor or a Councilmember at a Council meeting or event. Council meetings are held on the 1st and 3rd Monday of each month.

In order to accommodate preparation and scheduling, all requests should be made as far in advance as possible, with a minimum of 10 days prior to the occasion. This allows time for review, preparation, and, if requested, placement on the City Council agenda. If your request includes the proclamation to be presented during a Council Meeting, the order requests are received on a first-come, first-served basis.

Proclamations will not be issued for:

Campaigns intended for profit-making purposes
Campaigns or events contrary to City policies or by-laws
Events or organizations that do not benefit the Sanger community
Matters of political controversy, ideological or religious beliefs, or individual conviction
Matters under consideration or to be voted upon by the City Council

Submitted requests should not be assumed to be automatically approved. Please be advised that proclamations are ceremonial and have no legislative or legal value.

Proclamations must be picked up at the City Secretary's Office at City Hall unless prior arrangements are made to be presented at a City Council meeting.