



City of Snoqualmie

Proclamation Policy

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| Adopted: | Effective Date: | Approved By: |
| Repeals and Replaces: Rule 5.7 Council Rules of Procedure | | |
| Policy Expires: No expiration. | Related Policies: N/A | Authorized Signature: |

PURPOSE

The purpose of this policy is to establish guidelines and standard procedures governing requests for issuance of City of Snoqualmie proclamations. Emergency proclamations do not pertain to this policy and are governed separately under state and local laws.

POLICY

Proclamations will be considered for issues germane to Snoqualmie and requested by residents of Snoqualmie. The City of Snoqualmie strives to issue proclamations that meet these principles:

- Celebrate the extraordinary achievements of Snoqualmie residents or Snoqualmie non-profit organizations;
- Honor occasions of importance and significance within Snoqualmie;
- Increase public awareness of issues to improve the well-being of the people of this community.

HOW TO MAKE A REQUEST

1. Requests should be submitted to the City Clerk using the online form at least thirty (30) days prior to the due date. Requests submitted by mail, email, phone, fax, or hand delivery will not be accepted.
2. All requests should clearly include information about the person making the request as well as the name of person(s) that will be accepting the proclamation, if approved.
3. Requests shall include draft proclamation language and background information about the reason for the proclamation. It is the requesters responsibility to ensure all information is accurate and up to date.
4. Requests for out-of-city events or for-profit causes will be denied.
5. National or International groups requesting proclamations must have an in-city sponsor.

6. Submission of a request does not guarantee issuance of a proclamation. The Mayor retains the right to decide if the proclamation will or will not be issued.
7. The Mayor retains the right to limit the number of proclamations at a City Council meeting.
8. If approved, proclamations will either be:
 - a. Placed on the City Council meeting agenda under “Proclamations.” The requester must confirm with the City Clerk no later than the Wednesday preceding the Council meeting that they or their designated representative will be attending the meeting. The Mayor will read the proclamation (or a brief summary of the proclamation) and may allow the requester to say a few words (no more than three minutes) about the proclamation.
 - b. Proclaimed administratively and posted on the city’s website under “Community News.”
9. Proclamations will be digitally signed and distributed to the requester via electronic means.
10. A proclamation signed by the City does not imply City participation in, endorsement, or sponsorship of the event or any activities associated with the event; nor is the City responsible for any statements or claims made in the proclamation.
11. The City retains the right to modify, edit, or otherwise amend the proposed proclamation.
12. The City reserves the right to deny, without further comment, any proclamation request, regardless of whether a similar request was accommodated in previous years.