

**CITY OF TOMBALL
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

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| SUBJECT PROCLAMATION POLICY | NUMBER: 1 | EFFECTIVE DATE: February 6, 2023 | PAGE 1 OF 3 |
| | REVISED: | APPROVED BY CITY MANAGER: | |
| | SUPERSEDES: | APPROVED BY CITY COUNCIL: | |

Among the many ceremonial functions of the office of Mayor is recognizing and honoring people, events, activities, organizations, issues, etc., through the issuance of formal proclamations. Proclamations 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. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of local citizens and non-profit organizations, honor occasions of importance and significance, and to increase public awareness of issues to improve the well-being of Tomball's citizens. Proclamations are not meant to endorse, support, or encourage any particular group or point of view and do not necessarily reflect the opinions of the Mayor, City Council, or City of Tomball employees or citizens.

Guidelines

The issuance of a proclamation does not require action by the City Council as a whole; it should, however, comply with the guidelines below.

Proclamations may generally be issued for the following purposes:

- Memorializing special or exemplary events or days, both within and outside of Tomball, including certain national days of celebration, recognition, or mourning;
- Encouraging or supporting local charitable fundraising campaigns;
- Recognizing business anniversaries of 40 years or more;
- Recognizing retirements from the City of Tomball following 30 or more years of continuous service;
- Supporting local arts and cultural celebrations;
- Recognizing achievement of high rank or success within a local non-profit organization, such as scouting;
- Recognizing unique or especially successful local school-related activities, such as in academics, athletics, music, etc.;
- Honoring local nonprofit service groups for their work in the community'
- Recognizing individual for outstanding achievements in or for contributions to the community'
- Supporting public awareness campaigns that have the potential to enhance public health, safety, or wellness;
- Recognizing individual or church birthdays of 100 or more years;
- Recognizing wedding anniversaries of 50 or more years;
- Recognizing special or unique honors, or acts of heroism; and
- Recognizing other exceptional events, activities, and/or people.

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Proclamations may generally **not** be issued for the following purposes:

- Groups or individuals from outside Tomball;
- Matters of a political nature;
- Controversial issues or organizations;
- Events or activities that do not benefit Tomball;
- National or international groups requesting a proclamation without an in-city sponsor;
- Events, campaigns, or activities that are contrary to or in opposition to adopted City policies, plans, or ordinances; and
- Personal activities not of a general public interest, such as deaths, family reunions, birthdays of less than 100 years, groundbreakings, business endorsements, etc.

Procedure:

All proclamation requests must be submitted in writing using the attached form at least two weeks prior to (1) a regular council meeting date or (2) the date of the event to be recognized. Submission of a proclamation request does not guarantee its issuance. The Mayor reserves the right and has the final decision to modify or deny any proclamation request, consistent with this policy.

Individual(s) or organization(s) seeking a proclamation must accompany the request with:

- Contact person's first and last name, address, telephone/cell number, and e-mail address;
- A brief summary or background of the event or organization;
- Proposed text to enable writing of the proclamation, including a minimum of four points;
- The name and date(s) of the day, week, month, or event to be proclaimed;
- Date of event for proclamation and date proclamation is to be ready for pickup; and
- Title desired for proclamation.

Distribution:

Proclamations shall be distributed in one of the following ways:

- Presented at a City Council meeting or event;
- Photo opportunity with the Mayor (or Mayor Pro Tem in the absence of the Mayor);
- Picked up in the City Secretary's office/at City Hall; or
- Mailed to the contact person/organization.

Proclamations presented at a City Council meeting may be limited due to time and will be scheduled on a first-request basis.

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PROCLAMATION REQUEST

All requests must be submitted in writing at least two weeks prior to a regular Council meeting date or of the event to be recognized. Submission of a proclamation request does not guarantee its issuance. The Mayor reserves the right and has the final decision to modify or deny any proclamation request, consistent with the above proclamation policy approved by Council

Date of Request: _____

Name of Requestor: _____

Address/Telephone/Email: _____

Brief Summary or Background of the Event or Organization: _____

Minimum of Four (4) Points to be Included in the Proclamation: _____

Name and Date(s) of the Day, Week, Month or Event to be Proclaimed: _____

Date of Event for Proclamation: _____

Title of Proclamation: _____

Presentation of Proclamation (Please select one):

- ____ Mayor to Present Proclamation at Event
____ Pick up Proclamation from City Secretary
____ Proclamation to be Presented at _____ City Council Meeting

_____ (Signature)

_____ (Date of Request)