



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners

From: John Hoatson, Town Clerk

Date: Friday, July 22, 2022

Re: Propose Citation / Proclamation Policy Changes from Town Attorney Kevin Best

Commissioners:

The following Citation / Proclamation Policy changes have been provided by Town Attorney Kevin Best.

Citation/Proclamation Policy:

The Town of Upper Marlboro's elected officials wish to support the Community through providing official proclamations and citations for important events and occasions. The Town will use the following guidelines to determine whether or not to issue a requested citation:

A citation is given for a specific achievement of a person or organization, such as a retirement, milestone birthday, Boy Scout Eagle Award or Girl Scout Gold Award, or a similar achievement.

Citations are NOT given for achievements such as graduating high school or college or receiving a particular scholarship.

Citations are issued by the Mayor/President of the Town of Upper Marlboro and does not require oversight by the Board of Town Commissioners,

EXCEPT FOR PROCLAMATIONS ISSUED IN CIVIL EMERGENCIES OR UNDER OTHER LAW, A proclamation [is] MAY TO USED to recognize a day, week, or month in awareness of a cause IMPORTANT TO A MUNICIPALITY. EXCEPT WHEN OTHER LAW STATES OTHERWISE, A Proclamation requires a full Board of Commissioners vote to issue. If the vote passes, the proclamation is issued and all

Commissioners who vote in favor may sign it.

1. In the interest of preserving the separation between church and state; Citations or Proclamations will TYPICALLY not be issued for religious events of any denomination. Historic milestones for religious buildings or organizations of any denomination will be issued as they relate to the Churches history in the Town or its accomplishments for the Upper Marlboro Community.

2. In General, citations and proclamations will only be issued to Town residents or Businesses within the Town limits except in the following cases:

- a. When celebrating a school's achievement that the school district includes any part of the incorporated Town.
- b. When celebrating individual student's academic achievement at any school within the 20772 and 20774 zip codes or have an address with the Post Office listed as Upper Marlboro, MD.

3. Individual citations and proclamations will not be issued for groups of more than 60 individuals at one time.

A motion will need to be made to accept these changes at the July Regular Town Meeting.