

## 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,

A **proclamation** is to recognize a day, week, or month in awareness of a cause. 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 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.