

City of Gilroy

City Council Proclamation Policy



Adopted: May 1, 2023

Purpose/Background

The purpose of this policy is to establish guidelines for the issuance of proclamations and recognitions.

Policy

Proclamations are public announcements or recognitions directing attention to, or recognition of, local residents, organizations, special events or special days, months or years, or other special causes. *Proclamations are not statements of policy.* Submission of a request does not guarantee the issuance of a proclamation. Only one proclamation may be issued per event, but multiple proclamations may be issued for the same day, week, month, and/or year.

All conditions and criteria identified below must be met before a proclamation or recognition will be considered.

1. Conditions required for all proclamations and recognition requests:
 - a. The subject must be relevant to the City of Gilroy community.
 - b. The person or group requesting the proclamation or recognition, or the person or group being recognized, is a member of the City of Gilroy community.
 - c. The request must include either a sample proclamation to be used as a guide or shall provide sufficient information to assist the City Clerk and minimize staff time in preparing the proclamation.
 - d. The proclamation or recognition will be signed by the Mayor or Mayor Pro Tempore in the Mayor's absence.

2. Proclamations or Recognitions to be presented at a City Council meeting:
 - a. Requests from Council or community members for proclamations or recognitions must be submitted to the Mayor and City Administrator for approval at least ten (10) business days prior to the Council Meeting, complete with information described in item 1(c) above. In the case of recognitions of particular groups or persons, the person or group being recognized must be a member of the City of Gilroy community.
 - b. The requesting group will have a representative at the City Council meeting to receive the proclamation or recognition from the Mayor or Mayor Pro Tempore in the Mayor's absence, except that requests for recognition of a special day, week, month or year that is recognized in solidarity as an expression of sentiment shall not be presented to any particular group or individual but will be read aloud by the Mayor or Mayor Pro Tempore in the Mayor's absence.
 - c. Presentation at a specific City Council meeting is not guaranteed.

3. Proclamations or Recognitions not to be presented at a City Council meeting:
 - a. Requests from Council or community members for proclamations or recognitions must be submitted to the Mayor and City Administrator for approval at least ten (10) business days prior to the requested receipt date, complete with information described in item 1(c) above.
 - b. The proclamation or recognition will be mailed to or picked up by the requestor.
 - c. For proclamations or recognitions not to be presented at a City Council meeting the request may be granted at the Mayor's discretion.

4. Proclamations or Recognitions to be presented at an event:
 - a. Requests from Council or community members for proclamations or recognitions must be submitted to the Mayor and City Administrator for approval at least ten (10) business days prior to the event, complete with information described in item 1(c) above.
 - b. The proclamation or recognition will be presented by the Mayor. In the Mayor's absence, the proclamation or recognition will be presented by a Council Member or staff member attending the event.
 - c. For proclamations or recognitions to be presented at an event, the request may be granted at the Mayor's discretion.