

**CITY OF VACAVILLE
PROCLAMATION POLICY**



CITY OF VACAVILLE
CITY MANAGER DEPARTMENT
650 MERCHANT STREET
VACAVILLE, CA 95688

Adopted: September 12, 2017

Proclamation Policy

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September 12, 2017

Discussion and Approval of Policy

Amendments:

May 8, 2019

Administrative amendment to update contact information

CITY OF VACAVILLE PROCLAMATION POLICY

Policy Statement:

The City welcomes the opportunity to recognize exceptional individuals and events within the City by issuance of proclamation through the Mayor's office. City Council members, Vacaville residents (citizens), or bona fide organizations may request a proclamation designating a day or certain period of time to recognize a person or event. These keepsake proclamations are strictly honorary and do not carry any legislative or legal value, nor do they constitute an endorsement by the City of Vacaville or the Vacaville City Council.

Intent:

To provide the authority, criteria and procedure for responding to public requests for proclamations.

Policy:

It is the policy of the City of Vacaville that proclamation of certain days or periods of time shall be made at the discretion of the Mayor in accordance with the criteria specified in this policy. Only proclamations related to city-sponsored events or programs or in recognition of outstanding community service as determined by the Mayor will be read and presented at Council meetings.

Requests for proclamations may be made by:

- The Mayor or any member of the City Council at a City Council meeting during the "Council Comments" agenda item.
- A resident of the City of Vacaville or a representative of a local organization for which the proclamation is requested.

Proclamations may be issued for the following:

- Recognition of extraordinary achievement or outstanding community service
- Charitable fundraising events of local non-profit organizations (i.e., a Vacaville or Solano County non-profit or a local branch of a state or national non-profit organization)
- Special days for an individual or organization such as major birthdays or anniversary milestones
- Retirements of individuals who have made significant contributions to the community
- Local art and cultural celebrations
- Public awareness campaigns

Unless otherwise excepted, proclamations that fall within the categories listed above will be processed by the City Clerk's Office for the Mayor's signature.

Requests for proclamations that do not meet the criteria listed above will be considered on a case by case basis by the Mayor.

The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.

The City reserves the right to decline any request for a proclamation.

Regardless of whether a proclamation qualifies under one of the categories above, proclamations related to matters of ideological or religious beliefs, individual conviction, political and legislative issues which may suggest an official City position on a matter under consideration or to be voted upon by the City Council will not be issued.

The Mayor will not recognize any group whose policies or objectives advocate violence, hatred or any other position contrary to the well-being of the citizens of Vacaville.

No proclamation shall be used as a part of an advertisement or commercial promotion without the express permission of the City in conjunction with the Mayor's Office.

Procedure:

Requests should be submitted 2-4 weeks in advance of the requested date for the proclamation. Please include the following information with the request:

- Contact person's first and last name, email contact, address and telephone number
- A brief summary and/or background of the event or organization
- The name and date(s) of the day, week, month or event to be recognized
- Proposed text for the proclamation, including 4-6 "whereas" clauses
- Whether the proclamation should be mailed or will be picked up
- Date when the proclamation is needed

Requests may be e-mailed to cityclerk@cityofvacaville.com, faxed to 707-449-5149 or delivered to the following:

City of Vacaville
Attn: Office of the City Clerk
650 Merchant Street
Vacaville CA 95688