

Proclamation Policy

Purpose: This Policy establishes a framework for the approval of proclamation requests received by the Office of the Mayor for the City of Alexandria.

Policy

General Principles and Rules of the Policy

- Proclamations are issued to acknowledge the efforts, commitment and achievements of individuals and organizations that enhance the City of Alexandria.
- Proclamations are issued to recognize public awareness campaigns, charitable campaigns, and arts and cultural celebrations of significance to the City of Alexandria.
- A proclamation may recognize a particular event, day, week, or month.
- All proclamation requests will be reviewed on a case-by-case basis and no individual or organization has the right to a proclamation.
- The declaration of a proclamation is at the discretion of the Mayor.
- Where the City issues a proclamation in accordance with this policy such proclamation does not constitute a personal or civic endorsement by the City or approving official.

A Proclamation will not be issued by the City when the request pertains to any of the following:

1. Matters of political controversy, political parties or political organizations;
2. Individual conviction;
3. Discriminatory or inflammatory matters;
4. Attempting to influence City policy;
5. Celebrations, campaigns or events contrary to City policies or by-laws;
6. Illegal matters;
7. Matters which defame the integrity of the City;
8. Matters designed to incite hatred or disorder; and
9. Matters which are untruthful.

Proclamation Requests

Requests for proclamations shall be submitted in writing (see attached form) and include:

1. A brief summary and background of the subject matter of the requested proclamation;
2. The name and date(s) of the day, week, month, or event to be proclaimed;
3. The proposed text for the proclamation, which the Clerk and/or the Mayor's Assistant may request and make amendments to the proclamation to improve the structure and/or overall intent of the requested proclamation;
4. Contact person's name, address, telephone number and/or email address; and

5. A date when the proclamation is required.

Approval Procedures

-Proclamation requests that comply with this Policy will be approved at the discretion of the Mayor.

-The City Clerk may refer any request for a proclamation to the Mayor for approval.

-The City Clerk's Office and/or the Mayor's Assistant will notify the requestor of the Mayor's decision in relation to any request received within five (5) business days.

Delegation

The authority to approve or deny proclamations under this Policy is delegated to the Mayor or his/her designee.