



Legislation Details (With Text)

File #: 19-1779 **Name:** Proclamation policy
Type: Written Report **Status:** Agenda Ready
File created: 2/15/2019 **In control:** City Council Legislative Meeting
On agenda: 2/26/2019 **Final action:**
Title: Update of the Proclamation Policy and Procedures.
Sponsors:
Indexes:
Code sections:
Attachments: 1. 19-1779_Attachment 1 -Proclamation Policy-procedure, 2. 19-1779_Attachment 2 -Proclamation request form

Date	Ver.	Action By	Action	Result
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City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 20, 2019
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: GLORIA SITTON, CITY CLERK AND CLERK OF COUNCIL /s/

DOCKET TITLE:

Update of the Proclamation Policy and Procedures.

ISSUE: Update the current procedures and policy for requesting a proclamation from the Mayor and City Council.

RECOMMENDATION: City Council approve the updated proclamation policy.

BACKGROUND: Proclamations are requested from the Mayor's Office either through a request sent directly to the Mayor or his assistant or through the City Clerk's Office. All proclamations must be approved by the Mayor.

Presentation of proclamations are scheduled for the legislative meeting of the month and the presentations are limited to three presentations per month (unless the mayor allows more).

In order to streamline processing the requests, the City Clerk's Office has updated the policy and created a form to be submitted for proclamation requests (and to be posted on the City's website).

FISCAL IMPACT: N/A

ATTACHMENTS:

Attachment 1: Proclamation Policy

Attachment 2: Proclamation Request Form

STAFF:

Gloria Sitton, City Clerk and Clerk of Council.