



Legislation Text

File #: 19-1779, Version: 1

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.