



## **City of Yakima Proclamation Issuance Policy**

### **1. Purpose**

The purpose of this Proclamation Policy is to establish guidelines for the orderly preparation and presentation of proclamations for potential City Council action, and to ensure proclamations reflect inclusiveness and issues that support City policies, goals and values.

### **2. Policy**

Proclamations issued by the City Council ideally provide an opportunity for the City Council to honor occasions of importance and significance to Yakima residents, increase public awareness of issues to improve the well-being of the residents of the City, and recognize and celebrate extraordinary achievements of Yakima residents and Yakima non-profit organizations. Proclamations requested by the public should have city wide significance and demonstrate relevance to the City of Yakima.

A proclamation is government speech made on behalf of the City government. These procedures do not entitle any private person or entity a right to have their proposed proclamation adopted by the City Council or to have any particular issue addressed in a proclamation. This policy does not restrict the City Council's discretion to issue a proclamation for any purpose it deems appropriate. Proclamations are not legally binding and do not constitute an endorsement by the City.

### **3. Guidelines and Procedure**

- a. The person(s) or organization(s) making the request for a proclamation must submit a completed application requesting a City proclamation and submit the application, any relevant background information Applicant believes would help in evaluating the proclamation, and the proposed language for the proclamation to the City Manager's office at least thirty (30) days in advance of the requested Council meeting at which the proclamation is proposed to be read.
- b. Submission of an application does not guarantee issuance. Due to the volume of submissions received, the City may not be able to grant every request.
- c. No individual or organization has exclusive rights to any day, week or month.

- d. Proclamations must fit on one page and must be under 300 words.
- e. Only one proclamation can be issued per calendar year per organization or individual.
- f. Proclamations do not automatically renew. Requests must be made on an annual basis. Each renewal request will be evaluated on a case-by-case basis. Persons and organizations seeking renewal are encouraged to provide new information about the topic or event rather than merely changing the date on a previously-approved proclamation.
- g. The City Council is unable to accommodate proclamations for out-of-city events or for-profit causes.
- h. National or International groups seeking proclamations must do so through an in-city sponsor.
- i. Proclamations will not be issued if they attempt to influence government policy, are for campaigns or events contrary to adopted City policy or mission; or are for personal activities that are not of a general public concern. Proclamations should not be partisan in matters of political, ideological or religious controversy.
- j. The City Manager will determine if the proposed proclamation satisfies the intent of this policy. If it does, the proclamation will be placed onto a City Council agenda for approval. The considerations include, but are not limited to:
  - i. Is the purpose of the proclamation consistent with the City's vision, mission and goals?
  - ii. Does the subject matter demonstrate respect for Yakima residents?
  - iii. Would the proclamation foster a sense of community?
  - iv. Would the proclamation provide education, raise awareness or provide similar benefits for Yakima residents?
  - v. Does the proclamation relate or connect the City to an organization within the city or to a statewide or national issue impacting Yakima?
  - vi. Is the request similar to already issued proclamations?
  - vii. Does the proclamation acknowledge significant community events or celebrations?
  - viii. Will the proclamation have a significant, citywide impact and demonstrate relevance to Yakima?
- k. Alternatively, proclamations may be placed on a City Council agenda by a City Councilmember pursuant to the City Council Rules of Procedure.
- l. The City retains the right to modify, edit or otherwise amend the proposed proclamation.
- m. Proclamations will be placed on the agenda at a council meeting that is not less than one business meeting prior in time to the proposed date of reading the proclamation. Proclamations must be adopted by a majority vote of the Councilmembers present at the meeting. If proclamations are approved by the City Council, those which have requested that they be read during a City Council meeting will be placed on a

subsequent agenda and read aloud. Proclamations will only be read aloud if the Applicant indicates they want it read aloud, and the Applicant, or a representative thereof, is present to accept the proclamation. Otherwise, proclamations will be mailed to the Applicant after City Council approval.

- n. Applicants or their representatives are encouraged to be present at the City Council meeting to accept the proclamation if they have asked that it be read aloud.
  - i. Proclamations are presented at the beginning of Council meetings. Recipients should arrive a few minutes before the start of the Council meeting.
  - ii. Recipients who require accommodations are encouraged to contact the City Clerk at (509) 575-6037 at least two business days prior to the meeting.
  - iii. After the proclamation has been read aloud, recipients will be provided a copy of the document and may be asked to provide comments to the Council at the podium. Comments are limited to a maximum of three (3) minutes.

#### 4. Greetings and Other Recognition

Greetings from the Mayor and/or City Council, or other forms of recognition, such as congratulatory letters, can be issued when a proclamation request does not meet the guidelines. Greetings and/or other recognition can be used to honor special events or individuals within the City of Yakima. This may include conventions, community celebrations, award ceremonies, college graduations, conferences, etc. Such greetings or other recognition may be made at the discretion of the Mayor. To request a greeting or other recognition, please send a request in writing to the City Manager's office with information about the event or recognition, and any other pertinent information which describes the reason for your request.