

# **City of St. Joseph, Michigan**

## **Proclamation Policy**

### **Purpose**

The purpose of this policy is to provide a clear and consistent process for the consideration and issuance of proclamations by the St. Joseph City Commission. Proclamations are a way for the City to recognize organizations, individuals, groups, or significant dates that contribute positively to the community and align with the City's goals and values.

### **Scope**

This policy applies to all requests for proclamations to be considered by the St. Joseph City Commission.

### **Policy**

#### **1. Eligibility Criteria**

Proclamations may be issued to recognize the following:

- Organizations, individuals, or groups that have significantly contributed to the community.
- Events or milestones of local, regional, or national significance.
- Significant dates that promote community awareness, education, or action in alignment with the City's goals and values.
- Proclamations should align with the City of St. Joseph's goals and values, including but not limited to community service, public welfare and safety, promoting inclusivity, cultural diversity, and sustainability.

#### **2. Submission and Review Process**

Proclamation requests must be submitted in writing to a City Commissioner, or a City Commissioner may initiate a request. The request should include:

- The organization's name, individual, group, or event to be recognized.

- A detailed explanation of the proclamation's significance and how it aligns with the City's goals and values.
- The proposed text of the proclamation, including specific details and dates.
- The desired meeting date for the resolution.

Each Commissioner may introduce up to ten (10) proclamations per calendar year.

Commissioners are encouraged to review requests thoroughly to ensure they believe the request meets the eligibility criteria.

Once a Commissioner agrees to introduce a proclamation, they must provide a draft resolution to the City Clerk for scheduling on the agenda of a City Commission meeting. The draft resolution should be submitted at least one month before the desired meeting.

A Commissioner may not introduce more than two (2) proclamations for consideration at a single City Commission meeting.

As a matter of protocol, Commissioners should notify all other City Commissioners and City staff of their intention to request a proclamation and the topic. This coordination is intended to avoid conflicts and ensure the orderly scheduling of proclamations.

It is important to note that a Commissioner is not obligated to sponsor a proclamation request even if it meets the guidelines. There are more potential subjects for proclamations than can be recognized in a year. Commissioners must prioritize based on their analysis of the request and its relevance and importance to the City's goals and values.

If a Commissioner declines a sponsorship request, the request may be made to another Commissioner.

No Commissioner is required to introduce any request for a proclamation.

### 3. Staff Handling of Proclamation Requests

If proclamation requests are received by City staff, this policy will be provided to the requestor so they can contact a City Commissioner directly.

Alternatively, the requestor may ask staff to forward the request to the entire City Commission. In such cases, any Commissioner who wishes to sponsor the request is responsible for contacting the applicant.

Staff may review, edit, and format the draft proclamation and return those edits to the requesting Commissioner for consideration and coordination with the requestor.

#### 4. Approval Process

The City Commission will review and approve each sponsored proclamation as an agenda item during a regularly scheduled meeting.

Proclamations will presumptively be placed on the consent agenda unless the proclamation honors a person or organization that will be present in person to be recognized.

Proclamations will be approved and presented only if supported by a majority of Commissioners present at the meeting at which the proclamation is considered.

The proclamation will be printed by the City Clerk, signed by the Mayor, and provided to the recognized person or organization. The proclamation may be printed and signed in advance in order to be presented at the City Commission meeting once approved; if the proclamation is not approved, it may not be presented.

#### 5. Presentation of Proclamations

Approved proclamations will be presented at a City Commission meeting or a designated event.

The recipient of the proclamation or a representative, if appropriate, will be invited to attend the presentation. If the recipient cannot attend, the proclamation will be mailed or delivered to them.

## 6. Record Keeping

The text of all approved proclamations will be included in the City Commission minutes of that meeting.

### **Limitations**

Proclamations will not be issued for matters of personal, political, or commercial interest that do not otherwise qualify under the policy.

### **Review and Amendments**

The City Commission may review and amend this policy as necessary to ensure it continues to meet the community's needs and reflect the City's evolving goals and values.

### **Effective Date**

This policy is effective as of July 22, 2024.

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By adopting and adhering to this policy, the City of St. Joseph aims to ensure that proclamations are used effectively to recognize and celebrate the achievements and significant contributions affecting and within our community.