

## **CITY OF MADRAS PROCLAMATION GUIDELINES**

**A Proclamation is a ceremonial document issued by the City Council to commemorate a specific time period (day, week, or month) for the purpose of raising awareness about a local or national effort. The City of Madras issues proclamations to individuals and organizations seeking recognition of events, awards, remembrances, occasions that are of value or otherwise significant to the City or the diverse citizens of Madras. Proclamations are made at the discretion of the Mayor.**

If the proclamation topic or organization is national, the proclamation must include a clause linking it to a local concern. Proclamations may proclaim only one subject or date per proclamation. The proclamation should be kept to one page of text, sent in a Microsoft Word document to the email listed below.

**The proclamation sample draft should be submitted at least three weeks before the date proclaimed.** If a proclamation sample draft is not submitted at least three weeks in advance of the date of the proclamation, we may not be able to authorize the proclamation.

If the requestee would like the proclamation to be read aloud by the Mayor in City Council, they must state this in their request. Otherwise, they must state in what format they would like to receive the proclamation (pick-up, mail, or email).

The Madras City Council does not issue proclamations for commercial ventures, such as XYZ Radio Day or Furniture Month. However, we will issue a proclamation for the subject and mention the name of the sponsor(s) in the body of the proclamation, for example Eat Healthy Week can have a “whereas” clause saying it is sponsored by General Foods Corp.

If a religious organization requests a proclamation, it must be related to their contributions to the community. We *may* ask the City Attorney to review these proclamations.

Proclamations cannot be used for direct fundraising. We do not publicize proclamations for groups.

**The Mayor’s Office and the City of Madras reserve the right to not grant a proclamation request.**

To request an proclamation, email: [madrasinfo@ci.madras.or.us](mailto:madrasinfo@ci.madras.or.us)