



## PROCLAMATIONS

### *POLICY*

Proclamations may honor individuals or organizations or cover special events, days, or months. Citizens may call or petition to have a proclamation prepared, or the City Council may request one. Only proclamations dealing with local, county, or state issues that have a connection to the City will be processed. Proclamations shall be issued upon the retirement of City or Santa Clara Unified School district employees who have served for thirty years or more.

### *PROCEDURE*

1. Proclamation requests may be faxed, mailed, emailed, or hand-delivered to the Mayor's Office. It is important that the person making the request include either a sample proclamation that can be used as a guide to follow or provide enough information about the event, special day, or person to assist the Executive Assistant to the Mayor and City Council in preparing the proclamation.
2. If the proclamation has been previously approved, it is considered routine and prepared for Mayor's signature. All first-time proclamation requests require the Mayor's approval before processing.
3. If the request meets the above-mentioned criteria, the Executive Assistant to the Mayor and City Council will prepare the proclamation for the Mayor's signature. Unless there was a request for the Mayor or Council Member to present the proclamation, it will be mailed out to the requesting individual. Should the Mayor or City Council request a proclamation be presented at a Council meeting, the Executive Assistant to the Mayor and City Council will prepare the proclamation for presentation under Special Order of Business.
4. An agenda report for Council information will be prepared quarterly by the Executive Assistant to the Mayor and City Council, listing all proclamations prepared but conveying only copies of all 30+ year City of Santa Clara and local schools retiree proclamations prepared during that time period. A copy of the agenda report and proclamation attachments will also be forwarded to the Local History Librarian.

*Reference: City Council minutes from 10/31/89 and 8/28/90.  
Amended by Council action 7/13/99.*