

# Mayoral Proclamation Requests

Effective: January 1, 2019

## Guidelines

1. All proclamations must be submitted with at least a 30-day notice to allow for the approval process and the production of the document itself.
2. Proclamations are not automatically renewed. Requests must be made on an annual basis. If the request is for a repeat of a previous proclamation, a copy of that document should be included with the request form.
3. The Mayor's Office reserves the right to approve or decline the production of a proclamation request *and to edit any drafted material for final wording.*
4. Each proclamation request MUST come from a Warrenton resident, or an entity conducting business or providing services within Warrenton per WMC 5.04.010<sup>1</sup> and WMC 5.04.020<sup>2</sup>. This includes requests from national, international, or out-of-state organizations.
5. The requestor or a person from the requesting entity is encouraged to be present to receive the proclamation at its reading.

## Content of a Proclamation

1. Personal proclamations for individuals or for-profit entities will not be accepted.
2. Proclamations must not be used in whole or as part of an advertisement or commercial promotion.
3. Proclamations should reflect inclusiveness, not exclusiveness. It must not take sides in matters of political, ideological, or religious controversy, or individual convictions.
4. Proclamations must have citywide significance and demonstrate relevancy to Warrenton and its residents.

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<sup>1</sup> WARRENTON MUNICIPAL CODE 5.04.010: (A.) "BUSINESS" MEANS ALL SERVICES, MANUFACTURERS, PROCESSORS, TRADES, RETAIL AND WHOLESALE SHOPS AND ANY AND ALL OCCUPATIONS CARRIED ON IN THE CITY OF WARRENTON FOR THE PURPOSE OF PROFIT OR NOT FOR PROFIT. (B.) "PERSON" MEANS ALL DOMESTIC AND FOREIGN CORPORATIONS, ASSOCIATIONS, SYNDICATES, PARTNERSHIPS OF ANY KIND, JOINT VENTURES, SOCIETIES AND INDIVIDUALS TRANSACTING AND CARRYING ON BUSINESS IN THE CITY OF WARRENTON. (ORD. 857-A § 1, 1989)

<sup>2</sup> WARRENTON MUNICIPAL CODE 5.04.020: (C.) ANY RELIGIOUS, FRATERNAL, OR CHARITABLE ORGANIZATION MAY RECEIVE A REFUND OF THE LICENSE FEE UNDER THIS CHAPTER FOLLOWING THE FILING OF AN EXEMPTION WHICH MUST BE APPROVED BY THE CITY COMMISSION. SUCH ORGANIZATIONS WHICH HAVE ONCE BEEN GRANTED AN EXEMPTION ARE NOT REQUIRED TO PAY THE LICENSE FEE IN SUBSEQUENT YEARS, IF A CERTIFICATION HAS BEEN FILED THAT THE CHARACTER OR NATURE OF THE ACTIVITY HAS NOT CHANGED. (ORD. 857-A § 2, 1989)

## Format Requirements of a Warrenton Proclamation

1. Provide a specific date for the proclamation (day, week, or month) and the desired due date for the completed proclamation. Please provide the date the proclamation is needed by. Be sure to include sufficient time to receive the hard copy via postal mail.
2. Each request must be in the proclamation template (including the WHEREAS sentence structure) included in this document. However, the Mayor's Office reserves the right to alter the wording of any requested proclamation.
3. Proclamations must fit on a single page and be in 12 point font, with room remaining for the signatures of the Mayor and the City Recorder as well as the City Seal.
4. Please provide a contact name, phone number/e-mail address, and mailing address where you would like the final proclamation document sent should the requestor or representative fail to attend the official proclamation.