

## **CITY OF LAWRENCEVILLE**

### **ADMINISTRATIVE POLICIES AND PROCEDURES**

Among the many ceremonial functions of the office of Mayor is recognizing and honoring people, events, activities, organizations, issues, etc. through the issuance of formal proclamations. Proclamations may or may not be issued publicly, depending on timing, the wishes of the recipient(s), and available time and space on City Council agendas.

Proclamations are typically issued by the Mayor to recognize and celebrate the extraordinary achievements of local citizens, non-profit organizations, and schools within the community, to honor occasions of importance and significance to the community, and to increase public awareness of issues to improve the well-being of the citizens of Lawrenceville.

Proclamations will not be issued for any matter with potential political controversy or which may suggest an official City position on a matter under consideration or to be voted upon by the City Council. Additionally, the Mayor will not recognize any group whose policies or aims advocate violence, hatred or any other position contrary to the well-being of the citizens of the City of Lawrenceville. Georgia or the quality of life in Lawrenceville. No proclamation shall be used as part of an advertisement or commercial promotion without the express permission of the Mayor's Office.

#### **Proclamations:**

All proclamations are strictly honorary and are not legally binding. The city will consider a request for a proclamation from City of Lawrenceville residents or organizations that do work in the City. The request should have some type of local appeal, have a positive impact on our community and promote positive quality of life activities taking place in the City of Lawrenceville or Gwinnett County. The issuance of a proclamation by the Mayor does not require action by the City Council as a whole. It should, however, comply with the guidelines below.

#### **Guidelines:**

Proclamations may generally be issued for the following purposes:

1. Memorializing special or exemplary events or days, both within and outside of Lawrenceville, including certain national days of celebration, recognition, or mourning.
2. Recognizing Lawrenceville business anniversaries of fifty years or more.
3. Recognizing retirements from the City of Lawrenceville following thirty-five or more years of continuous service.
4. Supporting local arts and cultural celebrations.
5. Recognizing achievement of high rank or success within a local non-profit organization, such as scouting.

6. Recognizing unique or especially successful local school-related activities, such as in academics, athletics, music, etc.
7. Honoring local nonprofit service groups for their work in the community.
8. Recognizing individuals for outstanding achievements in or for contributions to the community.
9. Supporting public awareness campaigns that have the potential to enhance public health, safety, or wellness.
10. Recognizing special or unique honors.
11. Recognizing other exceptional events, activities, and/or people.

Unless agreed to by the City Council, proclamations may generally not be issued for the following purposes:

1. Groups or individuals from outside Lawrenceville.
2. Matters of a political nature, ideological or religious beliefs, or individual convictions.
3. Controversial issues or organizations.
4. Events or activities that do not benefit Lawrenceville.
5. National or international groups requesting a proclamation without an in-city sponsor.
6. Events, campaigns, or activities that are contrary to or in opposition to adopted City policies, plans, or ordinances.
7. Personal activities not of a general public interest, such as deaths, family reunions, birthdays, anniversaries, groundbreaking, business endorsements, etc.

**Procedure:**

Request and supporting documentation shall be filed with the City Clerk using the required form at least twenty (20) days prior to the appropriate council meeting or of needing the proclamation. Submission of a proclamation request does not guarantee its issuance. The Mayor shall have the right and has the final decision to modify or deny any proclamation request, consistent with this policy. Proclamations may be issued during the "Proclamations" portion of a council meeting.

Individual(s) or organization(s) seeking a proclamation must accompany the request with:

1. Contact person's first and last name, address, telephone number, and e-mail address.

2. A brief summary or background of the event or organization and why this day should be proclaimed.
3. Proposed text to enable writing of the proclamation, including a minimum of four points. The body of the proclamation (the “whereas” sections) is limited to 200 words.
4. The name and date(s) of the day, week, month, or event to be proclaimed.
5. Date of event for proclamation and date proclamation is to be ready for pick up.
6. Please do not make announcements or plans for the proclamation until you have received confirmation of its approval from the City Clerk.