



PROCLAMATION REQUEST POLICY & PROCEDURES

Definition:

Proclamations are official declarations by the Mayor and are issued at his discretion. Proclamations are not intended to serve as a forum for free expression by the public.

Proclamations can commemorate special events, occasions, or a significant cause of importance to the Marana community. Proclamations can also formally recognize a citizen, organization, or Town employee. These proclamations are ceremonial in nature and do not carry the force of law.

Purpose:

This document establishes guidelines for evaluating proclamation requests. It also establishes a centralized, uniform application and review process.

Guidelines:

All requests will be reviewed on a case-by-case basis in accordance with the following guidelines. The Mayor, in his discretion, reserves the right to approve or decline any proclamation request.

- Proclamations are accepted no less than three weeks, but no more than 12 weeks, in advance of the proclaimed date.
- Proclamations should align with the Town's Cultural Values and Strategic Plan Initiatives.
- Proclamations shall not endorse for-profit businesses or commercial endeavors.
- Proclamations shall not address political, religious, or ideological matters.
- Proclamations will not be issued for birthdays, weddings, or family reunions.
- Proclamation requests similar to already issued proclamations during a calendar year may be declined.
- Draft proclamation language shall not be longer than one page. Draft language may be edited and rewritten at the discretion of the Town.

Request Procedure:

All proclamation requests must be submitted online at the following webpage: <https://www.maranaaz.gov/mayorcouncil-proclamations>. For questions, assistance, or to request an accommodation, please contact the Town Clerk’s Office at (520) 382-1961.

The proclamation request form on the proclamation webpage shall include the guidelines listed above, and shall include, in substance, the following:

PROCLAMATION REQUEST FORM

REQUESTOR INFORMATION:

*Name:	Title (if applicable):
Organization Name (if applicable):	
*Mailing Address (Address, City, State, ZIP):	
*Primary Phone:	*Email:
*TYPE OF PROCLAMATION: <input type="checkbox"/> Special Event/Occasion/Significant Cause <input type="checkbox"/> Recognition of an Individual or Organization	
*PROCLAMATION TITLE (subject to Town staff revision):	
PROCLAMATION DURATION (recognizing a day/week/month?):	
*DATE PROCLAMATION IS NEEDED BY:	
*HOW WOULD YOU LIKE THE PROCLAMATION RECEIVED?:	
<input type="checkbox"/> In Person at a Town Council Meeting (proclamation will be read aloud at the meeting) <input type="checkbox"/> Mailed	
<input type="checkbox"/> Other (_____)	
* UPLOAD DRAFT PROCLAMATION LANGUAGE (subject to Town staff revision)	

* Indicates a required field.

If recognizing a retiring Town employee, please consider including the following: Employee name, title, and department; number of years worked and any awards or promotions received; any other departments the employee worked in; date of retirement; plans after retirement (if desired); hobbies, volunteer activities, or other achievements (if desired); and any other desired information.

Once submitted, the Town Clerk’s Office will review the completed application and will forward the proclamation request to the Mayor’s Office for review. If the request is approved by the Mayor, the Town Clerk’s Office will prepare the final proclamation for the Mayor’s signature and will coordinate with the requestor.

Approved Proclamations:

The original signed and sealed proclamation will be provided to the requestor in accordance with the receipt preference indicated on the Proclamation Request Form. If the proclamation is to be received in person at a Town Council meeting, the Town Clerk's Office will inform the requestor of the date and time of the meeting. The Town Clerk's Office will upload a PDF copy of approved proclamations to the proclamation webpage on the Town's website (<https://www.maranaaz.gov/mayorcouncil-proclamations>).