RESOLUTION NO. R16-722

A RESOLUTION TO ADOPT A PROCLAMATIONS POLICY FOR THE CITY OF STOCKBRIDGE

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City Council desires to establish a fair and equitable proclamations policy for the City of Stockbridge;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

SECTION 1. Approval. The proclamations policy attached hereto as Exhibit A is hereby approved.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Authorization of Execution. The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

SO REOLVED this 9th day of May, 2016.

ANTHONY S. FORD, MAYOR PRO TEM

ATTEST:

(SEAL)
VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney

EXHIBIT A

CITY OF STOCKBRIDGE
POLICY ON PROCLAMATIONS

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. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of local citizens and non-profit organizations, honor occasions of importance and significance, and to increase public awareness of issues to improve the well-being of the citizens of Stockbridge.

GUIDELINES

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.

Proclamations may generally be issued for the following purposes:

1. Memorializing special or exemplary events or days, both within and outside of Stockbridge, including certain national days of celebration, recognition, or mourning.
2. Recognizing Stockbridge business anniversaries of fifty years or more.
3. Recognizing retirements from the City of Stockbridge 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 Stockbridge.
2. Matters of a political nature.
3. Controversial issues or organizations.
4. Events or activities that do not benefit Stockbridge.
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, groundbreakings, business endorsements, etc.

PROCEDURE

All proclamation requests must be submitted in writing using the attached form at least 15 business days prior to a regular council meeting date or of the event to be recognized. 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.

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.
3. Proposed text to enable writing of the proclamation, including a minimum of four points.
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.

DISTRIBUTION

Proclamations may be distributed in one of the following ways:

- Presented at a regular City Council meeting (2nd Monday of each month);

- Photo opportunity with the Mayor, or Mayor Pro-Tem in the absence of the Mayor; or
- Picked up in the City Secretary's office.

Proclamations presented at a City Council meeting may be limited due to time, and will be scheduled in the City's sole discretion. Proclamations presented at a meeting must be sponsored by the Mayor, a Council Member, or City Staff. During a City Council meeting only the Mayor or Mayor Pro Tem shall read or perform any ceremony acts with respect to any proclamation.

The City staff shall endeavor to have any requested pictures taken prior to the actual City Council meeting so as to not delay official business.