

CITY OF SPOKANE DEPARTMENT PROCEDURE	DEPT 0325-08-02 LGL 2007-10
TITLE: MAYORAL CEREMONIAL DOCUMENTS EFFECTIVE DATE: May 23, 1994 REVISION EFFECTIVE DATE: November 20, 2008	

1.0 GENERAL

1.1 The Mayor issues proclamations and other ceremonial documents regarding topics of local, regional or national concern involving the community. The intention of these guidelines is to create consistency in issuing these documents.

1.2 This policy is divided into the following sections:

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Office of the Mayor.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

5.0 POLICY

5.1 It is the policy of the Mayor to have consistent guidelines regarding Mayoral ceremonial documents.

- 5.2. Mayoral proclamations and other ceremonial documents shall only be issued from the Office of the Mayor.

6.0 PROCEDURE

- 6.1 Requests for mayoral proclamations and other ceremonial documents shall be submitted to the Office of the Mayor for consideration. Requests need to be received at least three (3) weeks prior to the date for the proposed Mayoral ceremonial document; additional time may be required if a public reading is desired at a City Council meeting or at an event. Requests are to be submitted to the following address:

City of Spokane
Mayor's Office
7th Floor, City Hall
808 W. Spokane Falls Blvd.
Spokane, WA 99201
Attn: Mayoral Ceremonial Documents
Or, on line at: www.spokanecity.org

6.2 PROCLAMATIONS

- 6.2.1 The subject matter for the proposed mayoral proclamation shall be of local, regional or national concern and involve the Spokane community. In addition, proclamation content should relate to some public purpose or benefit. Only one proclamation can be issued per year per individual or organization.
- 6.2.2 Proclamations shall 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.
- 6.2.3 The Mayor shall 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 Spokane or the quality of life in Spokane.
- 6.2.4 The Mayor may issue proclamations to groups that have served the community in health, education, welfare, municipal government, charitable events or other endeavors that contribute to the quality of life in the City of Spokane. In addition, proclamations may be issued at the Mayor's discretion for reasons the Mayor may deem appropriate, i.e., birthdays, retirements, anniversaries, etc. More than one cause can be proclaimed simultaneously; an individual or

organization does not have the exclusive rights to the day, week or month of its proclamation.

6.2.5 The Mayor shall not recognize groups or individuals who seek economic benefit by endorsement or commercial events or endeavors. No proclamation shall be used as a part of an advertisement or commercial promotion without express permission from the Mayor's Office.

6.2.6 All requests for proclamations must be accompanied by a sample proclamation or a draft of information relating to the subject matter. Information should include background and purpose of the organization, schedule of activities, date of the event, and contact information for the person requesting the proclamation on behalf of the organization.

6.2.7 Proclamations may be read or announced at City Council meetings for the appropriate week by the Council President or members of the City Council or as otherwise determined in the discretion of the Mayor. The City Council legislative meetings are normally held every Monday evening, beginning at 6:00 p.m., except holidays.

6.2.8 All the requests will go through an internal review and approval process by the Mayor's Staff. The Mayor reserves the right to do independent background research on requesting groups or organizations.

6.3 CERTIFICATES

6.3.1 If a proclamation does not meet the guidelines as described above, other forms of recognition are available. Certificates will be issued for retirements and appreciation, i.e., outstanding contributions to the City and citizens of Spokane.

6.3.2 Requestors shall provide a brief summary about the individual to be honored and his/her accomplishments, highlights of his/her accomplishments, highlights of his/her involvement in the community, the date of recognition, and type of event planned.

6.4 LETTERS

6.4.1 Letters of Welcome will be issued for conferences, conventions, and seminars. A color photograph of the Mayor will be furnished for souvenir publication upon request.

6.4.2 Letters of Congratulations or Celebration are provided for professional celebrations, personal anniversaries and celebrations, significant birthdays or anniversaries, Eagle Scout and other similar awards.

6.4.3 Requestors shall provide the title or nature of the event, the specific date, a brief history of the organization, a biographical sketch of the person, and any other pertinent information.


7.0 RESPONSIBILITIES

The Office of the Mayor shall administer this policy.

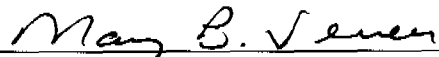
8.0 APPENDICES

None

APPROVED BY:



City Attorney (Asst)



Mayor

Date

NOVEMBER 5, 2008

Date