



THE CITY OF DULUTH
Operating Instruction

Administration Department	O.I. #: ADM-59	Revision #: 02
	Effective Date: 10/31/2016	

PROCLAMATIONS

I. GENERAL

- A) The purpose of this policy is to identify the criteria and qualifications by which the City Council may award proclamations. Consistent with the City’s desire to recognize those citizens, employees, elected officials or organizations who contribute to the overall betterment of the City of Duluth, these guidelines will assist the Mayor and Council in determining in what manner recognition will occur.
- B) “Proclamations” are classified as public or private.

II. PUBLIC PROCLAMATIONS

In order to keep the dignity, character, and quality of public “Proclamations” high, the Mayor and Council choose to limit the number of public proclamations.

Those persons wanting to nominate an individual, business charity or other honoree must make application to the City two weeks prior to the award.

The City will select recipients based on the following criteria:

- Does the nominee live within the city limits or within the 30096 or 30097 zip codes?
- Has this person’s work, contribution, or achievement contributed significantly to the City of Duluth?
- Does this person, business, or achievement bring pride, honor, and allegiance specifically to our City?
- Is this a “significant” activity that we are honoring? (Describe how this is significant for our City.)

City staff in the Mayor's office will contact the recipient to schedule a public appearance at the appropriate Council meeting. Recipients must check-in 15 minutes prior to the Council Meeting. Seating for the event is located near the City photographer.

When the Proclamation is announced, the Mayor will move to the podium on the floor level alongside the recipient, make appropriate remarks, read the entire Proclamation, present the award, and pause for photographs. The recipient is free to leave the meeting at that time if so desired.

III. PRIVATE PROCLAMATIONS

There are other occasions when citizens, businesses, or charities need to be recognized for their service, contribution, or sacrifice. These individual accomplishments, while no doubt are memorable, do not engender the civic pride of a "public" proclamation. Thus, the City may grant an "award", "merit", or "recognition" to these individuals, businesses, or charities.

These proclamations may be awarded privately by the Mayor or Council members or staff members for functions outside City Hall.

This policy is approved and authorized by:

James Riker, City Manager

Date

City of Duluth

Application to Request City Proclamation

Requests for City Proclamations require submission to City Hall two weeks prior to the requested Council Meeting date. Proclamation presentations occur on the second Monday of each month at 7:00 p.m.

Purpose of Proclamation (provide explanation about the event, individual, or cause): _____

Reason for Proclamation (please confirm/check the following items):

- The nominee lives within the city limits of Duluth or within the 30096 or 30097 Zip Codes
- The person's work, contribution or achievement contributes significantly to the City
- The person, business, or achievement brings pride, honor and allegiance specifically to our City
- The significance of this activity for our City (explain) _____

Individual, agency, or organization sponsoring the Proclamation:

Individual or representative attending Council Meeting to receive Proclamation:

Name:	Title:
Phone:	Email:

Requested date of Council Meeting: _____ or

Applicant request for Proclamation to be mailed as follows:

Name:
Address:
City, State, Zip Code:
Email:

Attach a draft copy of your one-page Proclamation to this application and submit by hand delivery, U. S. Mail, or Email as follows:

City of Duluth
Attention: Kim Jackson
 3167 Main Street
 Duluth, GA 30096
 Email: kjackson@duluthga.net

FOR OFFICE USE ONLY

Date Request Received: _____
 Approved _____ Not Approved _____ Date Applicant Notified _____
 Date of Proclamation _____

- 1) Please submit a draft of the proclamation you would like presented. City staff will review each application to confirm that:
 - The nominee lives within the city limits of Duluth or within the 30096 or 30097 Zip Codes
 - The person's work, contribution or achievement contributes significantly to the City
 - The person, business, or achievement brings pride, honor and allegiance specifically to our City
 - This is a significant activity for our City
- 2) If you or anyone in your party has mobility issues, please indicate prior to the recognition date. If necessary, the Mayor or staff can deliver the Proclamation to you. If you or the recipient are unable to stand at a podium, a table can be used.
- 3) Please complete a public comment card upon arrival to the Council Meeting and submit it to the City Clerk before the meeting begins.
- 4) Proclamations and recognitions are presented at the beginning of Council meetings, which begin promptly at 7:00 p.m. Plan to arrive at least 20 minutes earlier to allow for pictures with the Mayor at 6:45 p.m. If you or the recipient are not able to attend the designated Council Meeting, please notify the Mayor's office by 3:00 p.m. on the Friday before the Council Meeting and the Proclamation can be mailed to the recipient.
- 5) The Mayor will begin by reading the title of the Proclamation/Recognition or mentioning the topic. At that time, please come forward to the podium or table.
- 6) After the Mayor reads the Proclamation/Recognition, you may have up to two minutes to make remarks. Feel free to invite members of your group or organization to attend the meeting also.
- 7) At the end of your comments, the Mayor will present you the proclamation/Recognition or hand it to you if you are unable to walk to the podium.
- 8) After accepting the Proclamation/Recognition, you may remain seated or feel free to leave the meeting.

Please direct all questions to Kim Jackson by phone at 770-225-8827 or email at kjackson@duluthga.net.