



Policy: Public Requests for Proclamations

It is the policy of the City Council to consider requests to proclaim certain events or causes when such proclamations pertain to a College Place event, person, organization, or cause with local implications. Council will consider requests that are timely, have potential relevance to a majority of College Place's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of Proclamations which are read at Council meetings.

Proclamations to be Read at Council meetings

1. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed Proclamation to the City Clerk's office.
2. The request should be made at least three weeks in advance of the requested Council meeting.
3. The Mayor and City Administrator (or staff designee) will determine if the proposed proclamation meets the intent of this policy.
4. Council will make no more than two proclamations at a Council Meeting. Either the person making the request or a representative of the organization making the request must be present at the Council meeting to accept the proclamation.
5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
6. The City retains the right to decide if the proclamation will or will not be issued.
7. Once approved, the proclamation will be included on the appropriate Council agenda.
8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

The Mayor will only approve Proclamations which are read at a City Council meeting and which an individual from the entity requesting the Proclamation will be present.



Request for Proclamation by the City of College Place

Topic of Proclamation (Event, Person, Cause Being Recognized): _____

Purpose of Proclamation:

- Recognize Community Member(s) or Organization
- Ask for Community Support for Local Cause
- Announce Local Event

Individual, Agency, or Organization Sponsoring the Proclamation Request: _____

I / We Request the Proclamation be:

Read at a City Council Meeting. Requested Meeting Date: _____

Name and title of the individual or representative attending the Council meeting to receive the Proclamation:

Requested By: _____

Email: _____

Address: _____

Phone: _____

Attach a draft copy of your one page proclamation to this application and return to:

City of College Place City Clerk's Office
625 S College Ave
College Place, WA 99324
Email: ineissl@cpwa.us

For Office Use Only

Date Request Received: _____

Approved: _____ Not Approved: _____ Applicant Notified: _____

Date Proclaimed: _____