



City of Centennial Mayoral Proclamation Guidelines

Purpose: To establish procedures and guidelines for Mayoral Proclamations issued by the City of Centennial.

Policy: It is the policy of the Mayor to consider requests to proclaim certain events, causes, or achievements when such proclamations positively impact the community and convey an affirmative message to Centennial residents. Proclamations which are political, religious, or controversial in nature, or that would not likely enjoy a high level of community interest and support, are discouraged. Mayoral Proclamations are official City documents and may be issued at the Mayor's discretion for purposes including, but not limited to, public awareness, education, civic and cultural celebrations.

Procedure for Requesting a Mayoral Proclamation: All requests for Mayoral Proclamations must be submitted directly (either emailed to bsetterlind@centennialco.gov or hand delivered) to the City Clerk's Office on the Mayoral Proclamation Request Form provided by the City on the City's website. The official form may be found at www.CentennialCO.gov/CouncilMeetings.

It is not necessary for a requesting party to physically receive a Mayoral Proclamation at a City Council meeting. However, if desired by the requesting party and if determined administratively feasible by the City, the request should be made at least four (4) weeks in advance of a regularly scheduled City Council meeting at which the requesting party desires the Mayoral Proclamation to be addressed. The City's official Mayoral Proclamation Request Form is provided for on the City's website.

The City Clerk's Office shall perform an initial review of all Mayoral Proclamation Request Forms and then forward Request Forms to the Mayor for approval or denial. If approved, the Mayoral Proclamation will be added to a City Council agenda for recognition and/or acknowledgement. Recognition at a City Council meeting must be requested on the application form. If recognition is not requested, all Proclamations will be mailed to the address provided on the Request Form. All Proclamations will be given a number by the City Clerk and the Proclamation title will appear on a City Council Agenda for historical purposes. In all events, the requesting party shall be notified by the City within a reasonable time regarding the status of a submitted Mayoral Proclamation Request Form.

Disclaimer: The Mayor retains the sole right to determine if the Mayoral Proclamation will be issued or denied and, if issued, whether the Mayoral Proclamation will be presented at a City Council meeting. The City retains the right to modify, edit, or otherwise amend any proposed Mayoral Proclamations to meet its requirements, needs, or policy determinations. The City may proclaim more than one event, cause, or achievement simultaneously. A requesting party does not have exclusive rights to the day, week or month of its Mayoral Proclamation. In addition, when deemed appropriate, the City may determine a specific event, cause, or achievement be proclaimed in perpetuity.