May 24, 2016

Re: Proclamation Issuance Guidelines and Request Form

The Proclamation Issuance Guidelines and Request Form, Policy No. ADMIN-POL-2016-001, will become effective on May 24, 2016. The Proclamation Policy is attached herein.

Bob Severns, Mayor
Proclamation Issuance Guidelines & Request Form

Proclamations issued by the Mayor's Office ideally provide an opportunity for the Mayor to recognize exceptional events and people when he cannot acknowledge them in person. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of Oak Harbor citizens and non-profit organizations, honor occasions of importance and significance to Oak Harborites, and increase public awareness of issues to improve the well-being of the people of this city.

Proclamation Policy

1. Proclamations are read during Regular City Council Meetings, which generally meet every 1st and 3rd Tuesday of the month at 6:00 p.m.
2. The Mayor or Councilmembers read Proclamations and may present the Proclamation to a pre-determined recipient.
3. We ask that requests be submitted on the official request form thirty (30) days prior to the due date.
4. All requests should clearly include the name, address, email address, and telephone number of the person making the request.
5. Requests should include a one (1) page draft Proclamation language and background information about an exceptional event and sponsoring organization that could be used to prepare the Proclamation.
6. Only one new proclamation can be issued per year per organization.
7. Proclamation renewals or requests that are similar to previously issued Proclamations will be denied.
8. Annually reoccurring Proclamations will be issued only once, and will remain in effect for following years in perpetuity. The Chair may read a list of titles of existing Proclamations pertaining to that month during a Regular Meeting. A list of existing Proclamations are attached “Attachment A”.
9. We are unable to accommodate Proclamations for out-of-city events or for-profit causes.
10. We ask that National or International groups requesting Proclamations must have an in-city sponsor.
11. Proclamations ideally reflect, but are not limited to, the focus of the Mayor's administration: Working together with all city partners including the Oak Harbor Chamber of Commerce, Island County, Oak Harbor School District, NAS Whidbey and other organizations and individuals involved with the City of Oak Harbor.

Submission of a proclamation request does not guarantee issuance. The Mayor’s Office may grant or decline any request without comment. The City reserves the right to limit proclamations for efficiency purposes. However, we want to recognize your organization’s outstanding contributions, commitment and excellence to our community.

Greetings/Other Recognition

Greetings from the Mayor or other forms of recognition can be issued when a proclamation request doesn't meet guidelines. Greetings and/or other recognition shall be used to honor special events or individuals within the City of Oak Harbor. These may include conventions, community celebrations, award ceremonies, college graduation, etc. The Mayor also strongly encourages personal achievement and wishes to showcase significant milestones in the lives of Oak Harbor residents. We ask that recognitions please be submitted fourteen (14) business days prior to due date, to be issued to Oak Harbor residents, and send such requests to the Mayor’s Assistant Deanna Emery at demery@oakharbor.org.
Please fill out this form and e-mail it to the City Clerk, Anna Thompson, athompson@oakharbor.org. Please include the one (1) page Draft Proclamation Language as an attachment in Word format. The Clerk will inform you if your request has been approved after the request has been processed.

Date(s) Proclamation Covers

Date needed by (we are unable to guarantee completion without thirty days advance notice)

Name of requestor & organization

Requestor's complete address, phone number & e-mail

Please provide mailing address for the proclamation (if different from above)

Proclaiming a Day, Week or Month? (circle one)

One (1) page Draft Proclamation Language included? Yes No (circle one)

Email Word Version of Draft Proclamation Language to: athompson@oakharbor.org

Please briefly describe your group, organization or cause:

Please briefly describe the purpose(s) you would like a proclamation to serve, or the message that you would like to convey:

Will you be submitting the proclamation to any publication(s)? Yes No (circle one)

Name of Publication(s):

Please briefly describe display/distribution plans for this proclamation:

Please describe whether you wish an individual or organization to accept this proclamation, and please include the relevant contact information including phone number, mailing address, and email address:
Attachment A

City of Oak Harbor Existing Proclamations
(Annual, Reoccurring)

1. Arbor Day – April
2. Christmas in July - North Whidbey Help House – July
3. Community Planning Month – October
4. Constitution Week Proclamation – October
5. Earth Day – April
6. National Day of Prayer – May
7. National Bike to School Day – May
8. National Impaired Driving Prevention Month – December
9. National Military Appreciation Month – May
10. National Nurses Week – May
11. Parliamentary Law Month – April
12. Pride Month – June
13. Public Works Week – May
14. St. Patrick’s Day – March