

City Council Mayoral Proclamation Policy

In accordance with Rule 12 of the City Council Rules of Procedure, adopted by Resolution No. 2025-1919 on February 25, 2025 the Council shall have the following policy for Mayoral Proclamations:

- A. Requests for Proclamation must be submitted through the city website and are reviewed and approved solely at the discretion of the Mayor. Language for the Proclamation must be provided by the requesting party, but the Mayor reserves the right to edit and revise the draft Proclamation at his/her discretion.
- B. Requests for Proclamation must be submitted no less than 30-days in advance of the requested Voting Meeting date for presentation. Generally, Council meetings take place on the second and fourth Tuesday of each month at 3:00 p.m.
- C. Mayoral Proclamations should be for the purpose of recognizing an event, person, milestone or other noteworthy occasion within the city of Prescott.
- D. Proclamations recognizing annual events or holidays, primarily focused on national or political matters and those not from a resident of the city of Prescott or an organization without a local affiliation or advocate will not be considered.
- E. If a Proclamation request is denied, the requestor may submit a Request for Council Recognition to be reviewed and approved by two (2) members of City Council with the same stipulations and requirements as a Mayoral Proclamation.
- F. Upon approval, Proclamations will be presented by the Mayor (or his/her designee) and Council Recognitions by one of the two approving members, at the requested Voting Meeting date and posted on the city's social media platforms.