

Mayoral Proclamation Requests

Effective: March 3, 2022

Guidelines

1. All proclamation requests shall be made a month prior to the proclamation requested effective date to allow for vetting of the request and production of the document itself.
 1. If the proclamation request is a repeat of prior requests that were officially proclaimed, and if the requested proclamation has the same text, the request may be made with a 1 week lead time.
2. Proclamations are not automatically renewed. Requests must be made on an annual basis. If the request is for a repeat of a previous proclamation, a copy of that document should be included with the request form.
3. The Mayor's Office reserves the right to approve or decline the production of a proclamation request *and to edit any drafted material for final wording*.
4. Each proclamation request must come from a Warrenton resident, city employee, or an entity conducting business or providing services within Warrenton per WMC 5.04.010¹ and WMC 5.04.020². Requests from national, international, or out-of-state organizations with no local sponsors are very likely to be rejected out of hand.
5. A proclamation document is the legal record of the declaration. Mayoral proclamations do not require a public reading to be in effect.
 1. When a request is made, the requestor should note their preference. Proclamations can be made and send via mail, or they can be read in open session. For the latter, the requestor or a representative from the requesting entity must be present for the proclamation to be read in open session.

Content of a Proclamation

1. Proclamation requests to honor individuals or employees will not be accepted.
2. Proclamations requests should reflect inclusiveness, not exclusiveness. It must not take sides in matters of political, ideological, or religious controversy, or individual convictions.
3. Proclamations should have citywide significance and demonstrate relevancy to Warrenton and its residents.

The above rules apply to requests for proclamations. The Mayor reserves the right to issue proclamations within their scope of authority to do so and at any time.

¹ WARRENTON MUNICIPAL CODE 5.04.010: (A.) "BUSINESS" MEANS ALL SERVICES, MANUFACTURERS, PROCESSORS, TRADES, RETAIL AND WHOLESALE SHOPS AND ANY AND ALL OCCUPATIONS CARRIED ON IN THE CITY OF WARRENTON FOR THE PURPOSE OF PROFIT OR NOT FOR PROFIT. (B.) "PERSON" MEANS ALL DOMESTIC AND FOREIGN CORPORATIONS, ASSOCIATIONS, SYNDICATES, PARTNERSHIPS OF ANY KIND, JOINT VENTURES, SOCIETIES AND INDIVIDUALS TRANSACTING AND CARRYING ON BUSINESS IN THE CITY OF WARRENTON. (ORD. 857-A §1, 1989)

² WARRENTON MUNICIPAL CODE 5.04.020: (C.) ANY RELIGIOUS, FRATERNAL, OR CHARITABLE ORGANIZATION MAY RECEIVE A REFUND OF THE LICENSE FEE UNDER THIS CHAPTER FOLLOWING THE FILING OF AN EXEMPTION WHICH MUST BE APPROVED BY THE CITY COMMISSION. SUCH ORGANIZATIONS WHICH HAVE ONCE BEEN GRANTED AN EXEMPTION ARE NOT REQUIRED TO PAY THE LICENSE FEE IN SUBSEQUENT YEARS, IF A CERTIFICATION HAS BEEN FILED THAT THE CHARACTER OR NATURE OF THE ACTIVITY HAS NOT CHANGED. (ORD. 857-A §2, 1989)

Format Requirements of a Warrenton Proclamation

1. Provide a specific date for the proclamation (day, week, or month) and the desired due date for the completed proclamation. Please provide the date the proclamation is needed by. Be sure to include sufficient time to receive the hard copy via postal mail.
2. Each request should have the text of what is requested to be proclaimed.
 1. Reminder: the Mayor reserves the right to alter the wording of any requested proclamation.
3. Proclamations to be read aloud must fit on a single page and be in 12 point font, with room remaining for the signatures of the Mayor and the City Recorder as well as the City Seal. Proclamations that are not requested to be read aloud may be no more than 2 pages in length.
4. Please provide a contact name, phone number/e-mail address, and mailing address where you would like the final proclamation document sent should the requestor or representative fail to attend the official proclamation.