



City of Killeen Proclamation Policy

Procedures / Policy for Proclamations

Overview

The City of Killeen recognizes the importance of significant events, people and issues and may issue proclamations recognizing those events, if requested.

The City issues proclamations to recognize an individual(s) or an organization(s) for their outstanding achievement in the community, special event(s) or day(s) that are noteworthy or historically significant and/or events that may have an impact locally.

Proclamations will not be issued for matters that are contradictory to the city's vision, mission, rules, and goals. Any language provided may be edited or rewritten at the discretion of the Communications and Marketing Department to reflect the City's vision, mission, and goals.

Individual(s) or organization(s) seeking proclamations should provide at least a **30-day notice** and should provide details of the event, as well as include proclamation writing, if possible.

Criteria

The City of Killeen will issue a proclamation at no charge to recognize:

- City of Killeen resident(s) who achieves a goal well above the ordinary;
- A Killeen organization for outstanding achievement or contribution to the community;
- Special events or days that promote the City or are historically significant to the Killeen community;
- Nationally recognized "Day," "Week" or "Month" of civic, professional or health organizations when requested by a local chapter; or
- The City may recognize a nationally recognized "Day", "Week" or "Month", such as "Public Works Week," "Parks and Recreation Month" or "Municipal Clerks Week," etc.

Proclamations are issued at the sole discretion of the City. Proclamations are generally not issued for the following:

- Commercial purposes, such as the opening of a new business;
- Business anniversaries, other than 25, 50, 75 and 100 years;
- Deceased persons;
- Retirements;
- Birthdays that are less than 100 years;
- Anniversaries or weddings;
- Organizations or individuals with no direct relationship to Killeen; and
- Matters of political controversy, ideological beliefs or individual conviction.

A Certificate of Recognition or Letter may be offered as an alternative when the proclamation criteria are not met, at the discretion of the Mayor (in accordance with this Communications and Marketing Department policy) for reasons including but not limited to

significant birthdays, anniversaries, celebrations, events, accomplishments, achievements and contributions.

An organization may request only one proclamation annually. More than one cause can be proclaimed simultaneously. For proclamations related to events or occasions that occur annually, the requester must include new information about that event or occasion with the request for the Mayor's consideration. An organization, business or resident requesting a previously-issued proclamation with only date changes will not be issued a new proclamation. An organization does not have exclusive rights to the day, week or month of their proclamation. Please note that if a proclamation request is approved, the Mayor may decide to issue the proclamation for a different day, week, or month than the one that was requested.

Proclamation Request Procedures

- Requests must be made by a Killeen resident or Killeen-based organization or business. Residents, organizations and businesses may be issued no more than one ceremonial/recognition document annually.
- Requests must be submitted to the Communications and Marketing Department using the "Mayor Proclamation or Recognition Request Form" (And "Mayor Appearance Request Form," if the Mayor is being requested to present it) link on our website at www.KilleenTexas.gov/Proclamations.
- Requests must be made **at least 30 days prior** to the date the requester would like the ceremonial/recognition document to be presented or received.
- If the request is approved, the Mayor (in accordance with this Communications and Marketing Department policy) has the discretion to decide what form of ceremonial/recognition document will be issued and the manner in which the document will be presented or provided to the recipient.
- Proclamation presentations may occur before or during a City Council meeting, at a community event, or the recipient may pick up a printed copy of the proclamation at the Killeen City Hall with no formal presentation by the Mayor. Requesters should indicate their preference on the submittal form (And the "Mayor Appearance Request Form must also be completed if the Mayor is being requested to present it)
- Certificates and Letters of recognition may be e-mailed to the recipient or picked up at the Killeen City Hall, or the Mayor or the Mayor's designee may present the recipient with the certificate or letter at either their location or event of choice, schedule permitting. Requesters should indicate their preference on the submittal form.
- Issuance of a ceremonial/recognition document does not guarantee the Mayor's attendance at an event related to the matter for which the document was issued.
- Typically only one (1) proclamation is issued for each event and duplicate originals are not provided.

Requestors will provide the following information:

- Specific title of what will be proclaimed and why the event/issue is of importance to the City as a whole;
- Date/time/location of the event and date for proclamation (if different from event);
- Sample language for the proclamation, with a minimum of five points/statements. Information should include background of the person, organization or event being proclaimed; and
- Name, telephone number, e-mail address and website (where applicable) of the contact person making the request, as well as the name and address of the person to receive the signed proclamation/Certificate of Recognition/Letter.

Due to the number of requests we receive, the City may not be able to accommodate all proclamation requests, especially when outside of the 30-day notice period, but will make all attempts to do so for our citizens.