

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING A PROCLAMATION AND PROCEDURE POLICY**

WHEREAS, the City is frequently requested to issue proclamations; and

WHEREAS, the staff and City Council believe it would be helpful to have criteria to consider when such requests for proclamations are made; and

WHEREAS, the City Council has reviewed the proclamation and procedure policy attached hereto as Exhibit "A," and believe the application of such policy would be in the best interest of the City.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI, AS FOLLOWS:**

Section 1. That the City Council does hereby adopt the Proclamation and Procedure Policy attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. That this resolution shall become effective upon passage.

Passed in open session this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Jim Kushner, Mayor

ATTEST:

\_\_\_\_\_  
Jodi L. Schneider, City Clerk

## EXHIBIT "A"

### PROCLAMATION AND PROCEDURE POLICY

The objective of this policy is to establish criteria to consider when the City receives a request for the issuance of a proclamation. These procedures will allow the City Clerk's office to obtain the necessary information to prepare a proclamation.

The procedures set forth in this policy are to apply anytime an official or employee of the City of Warrensburg receives a request to prepare a proclamation and to determine if the content of such request meets the criteria for consideration.

The word "proclamation" when used in connection with this policy shall mean as follows: An official announcement, generally issued by the Mayor, but with consent of the City Council and intended to focus the thinking of citizens on a given subject for a specified time based upon the criteria set forth herein. It may be issued with or without a resolution.

This policy sets forth the criteria upon which the City shall approve or deny requests for proclamations.

It is the general policy of the City to only issue proclamations meeting one or more of the following criteria:

1. An event or activity associated with the business of the City (i.e., National Public Works Week, National Police Week and Peace Officers Memorial Day, Local Government Week, Building Safety Month, etc.); or
2. Acknowledging outstanding accomplishments of Warrensburg residents, businesses, organizations, or employees; or
3. Directly related to local, state, or federal activities, events, or observances (i.e., National Developmental Disabilities Awareness Month, Black History Month, Arbor Day, etc.); or
4. National public health awareness activities (i.e., American Cancer Society, National Kidney Foundation, etc.).

The request for a proclamation should be directed first to the Mayor's office and then submitted to the City Clerk's office for preparation. Proclamations shall be placed on the next available City Council meeting and may be issued individually or adopted by resolution.

Proclamations are not intended for the purpose of promoting commercial business activities, promoting or proclaiming particular religious beliefs, or for advancing or proclaiming a partisan political position or candidate.