



CITY OF STAYTON
APPLICATION TO REQUEST A PROCLAMATION
362 N. Third Avenue, Stayton, OR 97383
(503) 769-3425

Requests for City Proclamations must meet City Guidelines and should be submitted four weeks prior to the requested Council Meeting date. The City Council meets on the 1st and 3rd Monday of each month unless otherwise noted. For specific meeting dates, please visit the City of Stayton website at www.staytonoregon.gov.

Topic & Purpose of Proclamation:

Individual, Agency, or Organization Sponsoring the Proclamation:

Local Resident Attending Council Meeting to Receive Proclamation:

Name	Phone	Email
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Note: There is a limit of two proclamations per City Council meeting and selection is made in the order requests are received. Please indicate an alternative meeting date in the event the preferred date is unavailable. While the City does its best to recognize citizen needs, we retain the right to decide if the proclamation will be issued or not.

Preferred City Council Meeting Date: _____

Alternate City Council Meeting Date: _____

Requested By: _____

Name	Phone
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Address	Email
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Please attach a draft copy of your one-page proclamation to this application or check the box if the proclamation will be the same as the previous year.

Wording will be the same as the previous year.

Return the completed form to: City of Stayton, Attn: City Recorder, 362 N 3rd Avenue, Stayton OR, 97383 or via email to citygovernment@staytonoregon.gov

For Official Use Only:

Date Request Received _____

Approved _____ Not Approved _____ Applicant Notified _____

Date Proclaimed _____



Mayoral Proclamation Requests

GOAL

The goal of a proclamation is to honor, celebrate, or create awareness of an event or significant issue.

GUIDELINES

1. All proclamation requests shall be made at least a month prior to the proclamation on the prescribed request form with a requested effective date to allow for vetting of the request and production of the document itself.
2. 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 within a 2-week lead time on the prescribed request form.
3. 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.
4. The Mayor and City Manager's office reserves the right to approve or decline the production of a proclamation request and to edit any drafted material for final wording.
5. Each proclamation request must come from a Stayton community member, city employee, or an entity conducting business or providing services within Stayton. This includes requests from national, international, or out-of-state organizations - in such instances, a local chapter or office should be associated with the request. If there are no local sponsors these requests are likely to be rejected.
6. A proclamation document is the legal record of the declaration. Mayoral proclamations do not require a public reading to be in effect. When a request is made, the requester should note their preference. Proclamations can be made and sent via e-mail or mail, or they can be read in open session. For the latter, the requester or a representative from the requesting entity must be present for the proclamation to be read in an open session.

CONTENT OF PROCLAMATION

1. Proclamation requests to honor individuals or employees that are not part of a significant approved event or significant issue will not be accepted.
2. Proclamation requests should reflect inclusiveness, not exclusiveness, and recognize that the strength of our democracy is our diversity. 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 Stayton and its community.
4. 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.

FORMAT REQUIREMENTS OF A STAYTON 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 a hard copy via postal mail or in person at City Hall.
2. Each request should have sample text for the entire document of what is requested to be proclaimed. The city does not write, create, or develop proclamations. Sample proclamations can be provided upon request.
3. Reminder: The Mayor and the City Manager reserve the right to alter the wording of any requested proclamation.
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 requester or representative fail to attend the meeting where the proclamation is adopted.