

 ADMINISTRATIVE POLICIES AND PROCEDURES	APP COMM 4.2010
	Approved by City Council: 12-20-10
	Issued: 12-20-10 Revised: 01-16-24
SUBJECT: Proclamations	

PURPOSE

To establish guidelines for issuing official proclamations by the Mayor on behalf of the Savage City Council and the City of Savage.

ELIGIBILITY

Organizations and individuals living, working, learning, or volunteering in Savage may request a City of Savage proclamation.

POLICY

The Mayor of the City of Savage has the authority to issue proclamations that recognize and raise awareness for programs, events, activities, organizations, causes, groups, and individuals that enhance the community’s quality of life. The Mayor’s Office reserves the right to deny any proclamation request or revise suggested text.

1. Proclamations must meet one or more of the following criteria:
 - a. Recognize the significance of a social, cultural, or historical celebration to the City of Savage.
 - b. Recognize significant achievements by community members or organizations.
 - c. Raise awareness on an important issue impacting the City of Savage.
 - d. Highlight major local or national milestones.

2. Proclamations will not be issued for:
 - a. Commercial purposes include opening a new business, a new product, a new professional service, or a business anniversary.
 - b. Matters related to political or religious beliefs.
 - c. Campaigns or events contrary to City policies.
 - d. Causes that are contentious, divisive, offend or promote hatred, violence, or racism.
 - e. Events or organizations with no relationship to the City of Savage.

3. Proclamations are not automatically renewed.

4. Only one proclamation is allowed per subject per year.

PROCEDURE

1. Requests for a proclamation must be submitted to city staff at least four weeks before the Council meeting at which the proclamation is to be read. Requests must be made in writing, by mail or email, and include the following:
 - a. Contact person's first and last name, address, telephone number and email address
 - b. The name and date of the day, week, month, or event to be proclaimed or recognized
 - c. A summary and background of the subject of the proclamation, including how it impacts or has impacted the quality of life in Savage.
 - d. A sample proclamation to be used as a guide or sufficient information to assist staff in preparing the proclamation.
 - e. Suggested date to be presented at a City Council meeting, or when needed.
 - f. If possible, the person(s) making the request should be in attendance to accept the proclamation.
2. Requestors may use the City's Proclamation Request Form or a letter to submit their request. The form is available on the City's website at www.cityofsavage.com or may be requested via email at comments@cityofsavage.com. If an organization is making the request, letters requesting the proclamation must be on official letterhead.
3. Upon receipt, staff will process the request. Once the proclamation is made, the City Clerk will maintain copies in accordance with the City's records retention policy.



Proclamation Request Form

Organizations and individuals living, working, learning, or volunteering in Savage may request a City of Savage proclamation using this form.

Proclamations must meet one or more of the following criteria:

- a. Recognize the importance of a social, cultural, or historical celebration with significance to the City of Savage.
- b. Recognize significant achievements by community members or organizations.
- c. Raise awareness on an important issue impacting the City of Savage.
- d. Highlight major local or national milestones.

NAME _____

ADDRESS _____ CITY _____ ZIP _____

PHONE _____ EMAIL _____

SUBJECT OF PROCLAMATION (Event, organization, observation, etc.) _____

PLEASE DESCRIBE THE REASONS FOR YOUR REQUEST and HOW THE SUBJECT OF THE PROPOSED PROCLAMATION POSITIVELY IMPACTS LIFE IN SAVAGE:

DAY, WEEK, OR MONTH TO BE PROCLAIMED:

PREFERRED DATE FOR PRESENTATION:

*** Please attach a sample proclamation to this form.

Please return this form to Savage City Hall, 6000 McColl Drive, Savage, MN, 55378, or email it to comments@cityofsavage.com. Requests will be reviewed by city staff and scheduled accordingly. Questions can be directed to the Communications Manager at 952-882-2655.