



GUIDELINES FOR ISSUING PROCLAMATIONS

On behalf of the Shoreline City Council, the Mayor issues proclamations that positively impact the Shoreline community.

Proclamations issued fall into two categories:

1. Calendared Proclamations:

The City Council sets an annual calendar of proclamations at the end of the calendar year for the following year. These scheduled proclamations are presented by the Mayor to an organization or individual at a City Council Meeting. At the Mayor's discretion, additional presentations may be added to the calendar throughout the year.

2. Uncalendared Proclamations:

The City receives several requests throughout the year for proclamations from individuals or organizations. These uncalendared proclamation requests are reviewed by the Mayor, and if approved, are drafted, signed and mailed/emailed directly to the requestor.

Issuance Guidelines for Proclamations:

Proclamations are to be utilized exclusively for ceremonial and recognition purposes. They are not to have policy implications or suggest an official City position on a cause or occasion. The City does not generally provide publicity (e.g., press releases) regarding the proclamation's issuance; this is the responsibility of the requesting organization. However, the City will publicize the proclamation on occasion as it sees fit.

1. Proclamations are generally issued to:
 - a. Commemorate national times of recognition;
 - b. Celebrate the contributions and achievements of community members and non-profit organizations that serve Shoreline;
 - c. Highlight the importance of special events within the community;
 - d. Increase public awareness on causes or occasions that improve the safety, health, and well-being of people in Shoreline;
 - e. Celebrate Shoreline High School Students (individual or team) winning 1st place in state, or 1st or 2nd place nationally, in a school-sponsored sporting event; or recognized outside of their school for exhibiting exceptional academic performance, significant community involvement, noteworthy artistic and literary talent, or other impressive achievements.

2. Proclamations deemed to be requested for the following purposes will not be issued:
 - a) Matters of political controversy;
 - b) Individuals/organizations seeking political or commercial endorsement;
 - c) Religious events or matters of a religious nature;
 - d) Individuals/organizations with no direct relationship to the City of Shoreline;
 - e) Events contrary to City policies.

The City reserves the right to approve or deny requests and to make any edits to sample or model proclamation language provided to the City.

Submitting a Request for an Uncalendared Proclamation:

Requests for proclamations are submitted to the City Clerk's Office/City Manager's Office. Requests should include the following information:

- Organization and/or Requestor's name, mailing address, phone number, and email
- Sample or model Proclamation language
- Background information of the individual or organization's connection to the Shoreline community
- Whether the Proclamation has been issued by the City in previous years (if known)

Requests must be received four (4) weeks prior to the requested completion date.

Requests must be made each year; requests are not annually renewed.