
A RESOLUTION ADOPTING A POLICY FOR CITY PROCLAMATIONS

WHEREAS, it is customary for the City to issue proclamations during City Council Meetings; and

WHEREAS, the intent of the proclamation is to encourage support for a cause that is relevant to and important to the citizens of Longview; and

WHEREAS, it is important to adopt a policy for the consideration of proposed proclamations to give guidance to those members of the community who wish the City to issue such proclamation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

It is the policy of the Council to consider requests to proclaim certain events or causes when such proclamations pertain to a Longview event, person, organization, or cause with local implications.

The Council will consider requests that are timely, have potential relevance to a majority of Longview's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations:

1. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed proclamation.
2. The request should be made at least two weeks in advance of the requested Council meeting, provided, however, that when circumstances beyond the control of the person making the request render two weeks advance notice impractical, this timeline may be waived, with the approval of the Mayor.
3. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy.

4. The Council retains the right to limit the number of proclamations at a Council meeting.
5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
6. The City retains the right to decide if the proclamation will or will not be issued.
7. Once approved, the proclamation will be included on the appropriate Council agenda.
8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

PASSED by the City Council of Longview, Washington, and approved by its
Mayor this _____ day of _____, 2018.

Mayor

ATTEST:

City Clerk