

City of Chamblee Policy on Requests for Proclamations and Letters of Support

Proclamations

The Mayor and Council may issue proclamations to recognize City of Chamblee residents, organizations that do work in the City, and causes and City events that have local appeal and significantly impact the City.

The purpose of these guidelines is to provide criteria for consideration by the Mayor and Council, uniformity for the issuance of proclamations, and written guidelines available to interested parties.

Requests for Proclamation must:

- Be submitted by a City of Chamblee elected official, resident or organization that does work within the City of Chamblee;
- Be made at least thirty (30) days before the proclamation date to ensure time for review;
- Not duplicate other requests;
- If submitted by a City of Chamblee resident or organization that does work within the City, obtain sponsorship from the Mayor or Council member; and
- Include draft language of the proclamation (“whereas sections”) limited to 5 paragraphs and no more than 150 words. Such language is subject to edits, revisions or reformatting by the City.

General Considerations:

- Proclamations are generally issued for:
 - o Public awareness campaigns directly affecting the City of Chamblee;
 - o Individuals or organizations with extraordinary achievement or whose actions or services are beyond the call of duty;
 - o Arts and cultural events within the City of Chamblee; or
 - o Milestone Birthdays (ages 50, 60, 75, 80, 90+) of those who live or work in the City of Chamblee.
- Proclamations will not be issued for matters of political controversy, ideological or religious beliefs or individual conviction.
- Proclamations will not be issued for events or organizations with no direct relationship to the City of Chamblee.

- Proclamations are ceremonial only. They are not legally binding on the City of Chamblee and have no legislative value. An organization or individual does not have rights to the issuance of a proclamation or to the day, week or month of their proclamation.

Review and Approval Process:

- City of Chamblee staff will review the request to ensure that it meets the above requirements and that it substantially satisfies one or more of the following criteria:
 - o Is the nominee a resident of the City of Chamblee, an organization that does work in the City of Chamblee, or a local cause or event in the City of Chamblee?
 - o Has this person/group/cause or event contributed significantly to the City of Chamblee?
 - o Does this person/group/cause or event bring pride, honor and allegiance specifically to the City of Chamblee?
 - o Is this a significant activity that we are honoring?
- The Mayor and City Council reserves the right to modify or deny any proclamation request.
- If selected to receive a proclamation, City staff will contact the recipient to schedule a public appearance at the designated Council meeting. Recipients must check-in with the designated City staff at least 15 minutes prior to the start of the Council meeting. When the Proclamation is announced, the Mayor will make appropriate remarks, read the entire Proclamation, move to the podium on the floor level alongside the recipient, present the award, and pause for photographs with Council members. The recipient is free to leave the meeting at that time if so desired.

There are other occasions when citizens, organizations, causes or events may be recognized for their service, contribution, or sacrifice but do not meet the criteria of a proclamation. If the criteria for a proclamation is not met, a congratulatory letter from the Mayor may be issued as an alternative.

Letters of Support

A Chamblee resident or organization that does work in the City of Chamblee may also request a letter of support for grant funding. Requests for letters of support must follow the same five requirements for Requests for Proclamations and relate to causes with a direct relationship to the City of Chamblee. A draft letter of support with no more than 200 words must be provided with each request. City of Chamblee staff will review each request to ensure that it meets these requirements. Requests will be evaluated through an internal review and approval process. The Mayor and City Council reserves the right to modify or deny any letter of support request.

The City Manager may issue letters of support to facilitate economic development opportunities for the City when appropriate in her discretion.

Letters of support are not legally binding on the City of Chamblee and have no legislative value. An organization or individual does not have rights to the issuance of a letter of support.