

## **RESOLUTION NO. R-2009-08**

### **A Resolution of the City of Sequim Establishing Policy and Procedures for Issuance of City Proclamations, Certificates of Appreciation and Certificates of Recognition**

WHEREAS, the City receives several requests for proclamations, certificates of appreciation and certificates of recognition; and

WHEREAS, the City does not have a policy concerning this issue; and

WHEREAS, the drafting and reading of such proclamations, certificates of appreciation and certificates of recognition can be time consuming; and

WHEREAS, there are instances when the proclamations, certificates of appreciation and certificates of recognition concern issues outside of the City of Sequim.

THEREFORE, IT IS HEREBY RESOLVED as follows:

**Policy: Public Requests for Proclamations, Certificates of Appreciation and  
Certificates of Recognition**

It is the policy of the Council to consider requests to proclaim certain events or causes when such proclamations, certificates of appreciation or certificates of recognition pertain to a City of Sequim event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Sequim's population, and forward positive messages.

The following guidelines and requirements apply to requests for consideration of proclamations, certificates of appreciation or certificates of recognition which are read at Council meetings.

Proclamations, Certificates of Appreciation and Certificates of Recognition  
to be read at Council meetings

1. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation or Certificate of Appreciation or Recognition (Attachment 1) and submit a copy of the proposed Proclamation or Certificate to the City Clerk's office.
2. The request should be made at least three weeks in advance of the requested Council meeting.
3. The Mayor and City Manager (or staff designee) will determine if the proposed proclamation, certificates of appreciation or certificates of recognition meets the intent of this policy.

4. The Council will read no more than two proclamations and/or certificates at a Council Meeting. Either the person making the request or a representative of the organization making the request must be present at the Council meeting to accept the proclamation or certificate.

5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation or certificate to meet its requirements, needs, or policy determinations.

6. The City retains the right to decide if the proclamation or certificate will or will not be issued.

7. Once approved, the proclamation or certificate will be included on the appropriate Council agenda.

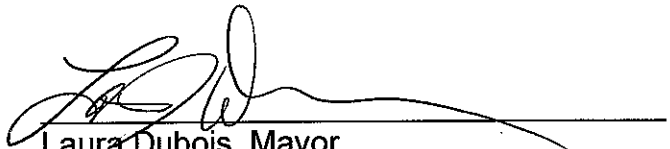
8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

9. Proclamations or certificates may be placed on a Consent Agenda without a reading or presentation unless someone from the organization is present to accept.

Proclamations, Certificates of Appreciation or Certificates of Recognition  
Requested Which Will Not Be Read at a Council Meeting

If a person or organization requests a proclamation or certificate for an event or presentation and does not request it be read at a Council meeting, the same policy will apply. The requestor must arrange with the Clerk's office to either pick up the proclamation or certificate or have it mailed.

ADOPTED by the Sequim City Council at a regular meeting thereof held this 10th day of August 2009.

  
\_\_\_\_\_  
Laura Dubois, Mayor

Attest:

Approved as to form:

  
\_\_\_\_\_  
Karen Kuznek-Reese, MMC, City Clerk

  
\_\_\_\_\_  
Craig Ritchie, City Attorney



**REQUEST TO ISSUE  
CITY OF SEQUIM PROCLAMATION,  
CERTIFICATE OF APPRECIATION  
OR RECOGNITION**

**Requests for City Proclamations, Certificates of Appreciation or Recognition must be submitted at least three weeks prior to the requested Council Meeting date.**

**TOPIC OF PROCLAMATION or CERTIFICATE (EVENT, PERSON, CAUSE BEING RECOGNIZED):** \_\_\_\_\_

**PURPOSE OF PROCLAMATION OR CERTIFICATE:**

- Recognize Community Member(s) or Organization
- Ask for Community Support for Local Cause
- Announce Local Event

**INDIVIDUAL, AGENCY, OR ORGANIZATION SPONSORING THE REQUEST:** \_\_\_\_\_

**DO YOU REQUEST THE DOCUMENT BE?**

- Read at a City Council Meeting
- Mailed to the Address Below
- Held for Pick up at City Hall

**COUNCIL MEETING DATE REQUESTED:** \_\_\_\_\_

**INDIVIDUAL OR REPRESENTATIVE ATTENDING COUNCIL MEETING TO RECEIVE THE DOCUMENT:**

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Attach a draft copy of your one page document to this application and return to: Sequim City Clerk, City of Sequim, 152 West Cedar Street, Sequim, WA 98382 Fax: (360) 681-3448**

For Office Use Only

Date Request Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Applicant Notified: \_\_\_\_\_

Council Meeting Date: \_\_\_\_\_