



CITY SECRETARY

Policy and Procedures for Requesting Proclamations

Introduction

This policy applies to any person, employee, entity, or organization requesting a City of New Braunfels proclamation.

General Guidelines

All requests for proclamations must be made in writing through the City Secretary's Office. Applications for proclamations will not be accepted more than six months before the proposed City Council meeting and no later than 30 days before the proposed City Council Meeting. The requestor must draft language and provide it to the City Secretary's Office for formatting. The requestor must also be present at the City Council meeting to receive the proclamation.

Policy

The City of New Braunfels desires to adopt a policy for that purpose and to prescribe guidelines and procedures for the scheduling and management of proclamations made on behalf of the City of New Braunfels.

The City of New Braunfels will issue proclamations at no charge to recognize or increase awareness of an event, person, group, issue, achievement, or any other occasion within New Braunfels. The Mayor of New Braunfels will make the final decision on whether a proclamation will be issued or not.

Each request must be made in writing to the City Secretary's Office no later than 30 days prior to the event and must be accompanied by:

- The name of the organization or person requesting the proclamation
- A proposed date for the presentation of the proclamation
- The name, telephone number, and email address of at least one person that will provide more information about the proposed proclamation, and
- A specific title of what will be proclaimed; including name, day of the week, week, or month to be proclaimed.

Before a proclamation is approved, the requestor must provide draft language for the proclamation. Any draft language is subject to edits and revisions by the City without notice. The City Secretary's Office will work with the Mayor or necessary Councilmembers to finalize the text of the proclamation.



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Anyone requesting a proclamation for an annual event must provide a new application and information each year. Proclamations are NOT automatically renewed.

Proclamations are granted on a first-come, first-served basis. Because there is a limit to the number of proclamations presented during City Council meetings, the sooner a proper request for a proclamation is made, the more likely it will be presented at the meeting you request. If there are too many proclamations on the agenda, your requested proclamation may have to be postponed until another date.

Procedure

All request must be made using the City's Proclamation Request form and provided in writing or electronically to the City Secretary's office accompanied by all necessary contact information.

All proclamation request must be made at least 30 days prior to the City Council meeting. Request will not be accepted more than six months before an event.

The City Secretary's Office will be the contact for proclamation request.

The requestor shall provide draft language to the City Secretary's Office for the requested proclamation.

The City Secretary's Office will edit and review all proclamations.

The City Secretary's Office will communicate with the Mayor about reviewing, approving, and scheduling all proclamations.

The Mayor of New Braunfels will make the final decision on whether a proclamation will be issued or not.

The City Secretary's Office will contact the requestor to establish the event, date, and time for the presentation of a proclamation.

The requestor, or his/her representative, shall attend the event when the proclamation is presented.

Exemption

An emergency proclamation referencing Section 3.05 of the City Charter or Section 34-29 of the Code of Ordinances does not fall under the provision of this policy.