



PROCLAMATION PROCEDURES

Issuance Guidelines

Proclamations are issued and signed by the President or Vice President of Hilliard City Council to recognize and celebrate the outstanding achievements of Hilliard residents and nonprofit organizations, honor significant occasions, and raise public awareness of issues that promote the well-being of the community.

All proclamation requests are reviewed on a case-by-case basis to ensure compliance with the guidelines outlined below.

Guidelines and Criteria

The request must:

1. Be submitted by a Hilliard resident.
 2. Be for an organization located in the City, an event occurring within the City, or for a resident(s) living within City limits.
 3. Demonstrate a positive citywide impact and support the community values, goals, strategic plan, and operating principles of the City of Hilliard.
 4. Remain neutral and not take a position on matters of political controversy, ideological or religious beliefs, or individual convictions.
 5. Be submitted at least 30 days prior to the requested date using the official request form on the City website or sent to the Clerk of Council.
 6. Include suggested wording with a minimum of four "Whereas" clauses.
 7. Provide the name, address, and telephone number of the requester, along with the name and address of the individual or organization to whom the proclamation should be addressed and mailed (if different from the requester) or identify the individual who will receive the proclamation at a scheduled Council meeting.
-

Considerations:

- Proclamations are ceremonial in nature and do not carry legislative or legal authority.
- No organization or individual retains exclusive rights to a specific day, week, or month and multiple proclamations can be given simultaneously.
- Only one proclamation per year may be issued for any organization.
- Renewal requests will be evaluated individually on a case-by-case basis.
- Requests related to out-of-city events or for-profit causes will not be considered.
- National or international organizations must have a sponsor within the City.
- A proclamation does not constitute an official endorsement by the City.
- The President, Clerk of Council, City Manager and Director of Community Relations may revise proposed proclamation for clarity and grammatical accuracy.
- The President of Council retains final discretion to approve proclamations that may not fully meet all criteria if deemed to be in the best interest of the City or its residents.
- Submission of a request does not guarantee issuance. The City reserves the right to deny any proclamation request that does not meet the established criteria or may issue a letter of acknowledgement in lieu of a proclamation even if the request meets the criteria or when appropriate.
- The City reserves the right to amend these guidelines at any time.

Letter of Acknowledgement

When a request does not qualify or meet the criteria, a letter of acknowledgement may be issued in its place.
