



**Proclamations Policy
Adopted May 24, 2022**

Proclamations

The City provides for the issuance of proclamations as a discretionary act by the Mayor within Chapter 2 of the Oshkosh Municipal Code. The City of Oshkosh respects the desire of individuals to observe certain dates, provide public awareness, commemorate special events and recognize milestones for persons or organizations through the issuance of local proclamations. The City also recognizes the important contributions of many individuals and organizations to community life and that it is simply impossible to recognize all of those contributions.

A proclamation is an official announcement and/or declaration intended to encourage public awareness and provide recognition for certain dates, events, achievements and activities that are significant to the City of Oshkosh. Proclamations are ceremonial and do not have any legislative or legal force of law. Issuance of a proclamation acknowledges the effort and commitment of an organization or individual(s) but does not constitute official sponsorship of a particular viewpoint, matter or event. A proclamation is an expression of the community and the local government and should reflect the principles and policies of the City of Oshkosh including inclusiveness and promotion of the City of Oshkosh as a welcoming place.

To this end, the City Council adopts the following policy to guide the Mayor in the issuance of proclamations.

Timing

Requests for proclamations may be submitted 30 days in advance of the date/event requested to be proclaimed and shall be made no less than 2 weeks in advance whenever possible.

Proclamations will generally be issued and read at the beginning of Council meetings.

Guidelines for Issuance of Proclamations

Requests for proclamations will be accepted from City of Oshkosh residents; persons/organizations owning real property within the City of Oshkosh; or local organizations operating within the City of Oshkosh.

Proclamations will be issued at no cost to the group or individual(s) requesting or receiving such proclamation.

Proclamations may recognize a particular day, week or month; event; organization; or person.

Proclamations may overlap. No person or entity shall have exclusive rights to any particular day, week or month.

Proclamations must be completed each time a request is made. There shall be no standing or continuing requests for proclamations.

Proclamations will be issued only for persons, organizations, matters or events which have some demonstrable local impact or connection.

Proclamations may recognize:

- significant local events or celebrations
- local arts and cultural celebrations
- charitable events of local non-profit organizations
- promotion of local events or programs of local service clubs
- public awareness campaigns with local connection or significance
- local organizations/person(s) who have achieved extraordinary distinction or accomplishment
- organizations/person(s) whose contributions to the community warrants significant public recognition
- days that are locally noteworthy or historically significant

General Restrictions

The City through the Mayor of the City reserves the right to approve, approve with modifications or reject any request for a proclamation and to vary from the specific provisions of this policy when the Mayor or Council in their sole discretion find it to be in the public interest to do so.

The City Council is a non-partisan elected body and proclamations will not be issued for political purposes or upon issues with obvious or controversial partisan political viewpoints, political controversy or which are matters of personal conviction.

Proclamations cannot conflict with or be contrary to the United States Constitution, Federal laws, Wisconsin Constitution or Statutes, or City Ordinances.

The City of Oshkosh is committed to providing a welcoming and inclusive environment for its citizens. Proclamations will not further discrimination on the basis of race, color, religion, gender, gender expression, sexual orientation, marital status, or disability.

Proclamations cannot conflict or substantially interfere with the Council's legislative authority. Proclamations will not be issued for any matter under consideration or vote by the City Council.

Proclamations cannot conflict or substantially interfere with the City Manager's Administrative/Executive Authority.

Requests for proclamations that are the same or substantially the same as proclamations already done for the particular calendar year may be declined.

Proclamations will not be issued for individual birthdays, retirements, weddings, anniversaries, or similar personal milestones. The Mayor in her/his discretion may recognize such dates as she/he is able and deems appropriate.

Proclamations will not be issued for commercial for-profit promotion or advertisement, including for business conferences and commercial events.

Procedure

Requests must be made in writing on a form available through the City Manager's office. Requests must include the name and contact information of the requester, a brief summary and background of the event and organization, the name and date(s) to be proclaimed. If the proclamation is to be issued at a council meeting, the request shall include the name of the individual(s) who will be present to accept the proclamation. Draft language may be provided with a request for a proclamation, however, any draft language may be edited or rewritten at the discretion of the Mayor/Designee.

The Mayor will review all requests for proclamations and make the final determination on whether to issue a proclamation and whether the proclamation will be placed on the council agenda for issuance. The Mayor may choose to recognize a person or event in a manner other than formal proclamation at the Mayor's discretion. If the determination is made not to issue the proclamation, the requester may be informed of such determination.

If the Mayor determines to issue a proclamation, the City Manager shall have the item placed on the council agenda. Upon request, a copy of the proclamation will be provided to council members prior to the council meeting. If any council member objects to the proclamation, they should advise the Mayor, City Clerk and City Manager of their objection in advance of the meeting. If an objection is made prior to issuance, the Mayor may withdraw the proclamation, edit or delay the proclamation if the objection may be addressed by amendment to the language of the proclamation. If the objection continues, the matter may be placed on the agenda and is open for consideration and vote on the issuance of the proclamation. If the measure fails to achieve a majority of the members present and voting, the proclamation shall not be issued or read.