



City of Porterville
REQUEST FOR PROCLAMATION

Date of Request: _____

Name of Event/Individual: _____
i.e. "Porterville Tourism Week", "Mr. John Doe"

Name of Sponsoring Organization: _____

Name of Contact Person: _____

Address: _____

Phone: _____ Email: _____

I would like the proclamation: mailed call for pick up presented at an event

Date Needed: _____ Date of Event _____

Please attach a sample of your proclamation, or the pertinent information needed to formulate your proclamation. It is recommended that you submit your request at least two weeks in advance. If assistance is needed, or if you need a sample provided, or to return this form, contact:

Office of City Clerk
291 North Main Street
Porterville, CA 93257
(559) 782-7464 / Fax (559) 782-7452

Please be advised that a Proclamation is ceremonial in nature and does not convey official legislative action. The City reserves the right to correct grammar and spelling; to reject all advocacy of unlawful acts; and to reject all discriminatory language.

City Clerk's Section

Request Received by: _____ Routed by: _____ Date: _____

Granted by Council Member _____ Date: _____

Signatures: _____

Date Requestor Notified of Completion: _____ in writing by phone

Comments: _____

City Council Procedural Handbook, Section IV (G) - Requests for Proclamations

The City routinely receives requests for proclamations. Proclamations are ceremonial statements of Council Members which do not convey legislative action or policy of the Council. Each individual Council Member has the authority to grant and sign proclamations. Within one business day of receipt of a Request for Proclamation, staff shall scan and email the request to all City Council Members. If a Council Member is interested in granting the request, they shall notify staff of their interest. If more than one Council Member responds, the first responsive notification received by staff shall be the grantor. Upon receipt of the affirmative response, staff shall advise the remaining Council Members, and inquire whether they would also like to sign the proclamation. The Council Members shall have one business day to reply, after which the proclamation will be drafted with the appropriate number of signature blocks, and the grantor and signers shall be notified of its availability for signature. If a proclamation request does not receive a grantor, staff shall notify the requestor.

Upon finalization of the proclamation, staff shall notify the requestor and arrange for its delivery, pick up, or presentation at an event, as requested. Proclamations shall not be included on the Council Agenda nor presented at a Council Meeting unless so approved by a majority of the Council. Staff shall provide a monthly informational report identifying the proclamations granted for the preceding month.