



CITY OF DEL MAR CITY COUNCIL POLICY BOOK

303	PROCLAMATIONS	DATE REVISED:	9-15-2014
		BY RESOLUTION:	2014-70
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POLICY:

1. Proclamations are reserved for accomplishments and/or events of significant importance to the Del Mar community. Proclamations are less formal than official Resolutions of the City Council. Proclamations do not require formal vote or action by the Council at a Council meeting, and are prepared by the City Clerk and are not numbered. Proclamations are used for various forms of recognition, including:
 1. Recognition of individuals and organizations whose contributions and achievements have community-wide significance;
 2. Recognition of Del Mar residents on the occasion of their 100th birthday;
 3. To call public attention to a significant community event, service, or program; or
 4. To highlight a special period of observance, celebration, or recognition for community, regional, state, or national occasions.
2. All requests for Proclamations should be directed to the Mayor's office for review. Proclamations will be issued at the discretion of the Mayor, but may be requested by individual Councilmembers through the Mayor. A copy of each proclamation is maintained in accordance with the City's Records Retention Schedule.
3. The Mayor shall determine whether a proclamation is signed only by the Mayor, or by the entire Council, and whether or not it is appropriate to present the proclamation at a Council meeting or other venue. If presented at a Council meeting, the Mayor and/or his/her designee shall make the presentation under "Presentations/Announcements." If no venue is designated, a proclamation may be mailed to the recipient.