

Proclamation Request and Issuance Process



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Purpose:

The City of Clearwater issues official proclamations to recognize and commemorate significant events, individuals, achievements, and causes that reflect positively upon the City of Clearwater and its community. This document outlines the formal and standardized process for requesting, reviewing, approving, and issuing proclamations.

Revised 7/10/25
#10.1
By Cm Marino
RC

I. Definition of a Proclamation

A proclamation is an official ceremonial document issued by the Mayor and City Council, that publicly declares and recognizes a specific day, week, or month for an event, organization, cause, or individual achievement of local, state, or national significance.

II. Eligibility Criteria

Proclamations may be issued for the following:

The City of Clearwater will consider issuing proclamations from all segments of the community without regard to gender, race, ethnicity or handicap.

Proclamations **will not** be issued for:

Individuals, companies, “for profit” organizations, profit making agencies, political organizations or religious organizations, except for significant anniversary events of 50 years or 100 years.

III. Submission Guidelines

A. Request Timeline

- Proclamation requests must be submitted **at least 30 days** in advance of the desired issuance date.

B. Submission Requirements

1. Contact Information

- Full name, phone number, email, and mailing address of the requester.
- Organization name, description, website

2. Draft Language

- A proposed draft of the proclamation text, including a series of “Whereas” statements and a concluding declaration (e.g., “Now, therefore, I, [Mayor’s Name], Mayor of the City of Clearwater, do hereby proclaim...”). The City Manager’s Office Admin. Team can assist with this language.

3. Event Details

- Description, date, location, and purpose of the event or recognition.

4. **Relevance to Clearwater**

- Explanation of how the person, event, or cause is connected to or benefits the City of Clearwater.

C. Submission Method

Requests may be submitted via:

- **Online** “Proclamation Request Form” (available at www.myclearwater.com)

Email to the City Manager’s Office Admin. Team at:

Courtney.Holzwarth@MyClearwater.com or

the Office of the Mayor at:

Bruce.Rector@MyClearwater.com or

- **Mail to:**

City of Clearwater
Attn: City Manager’s Office Admin. Team
600 Cleveland St. Suite #600
Clearwater, FL 33755

IV. Review and Approval Process

A. Initial Review

The Mayor’s Office will review the request for completeness and alignment with city values and guidelines.

B. Content Editing

The Mayor’s Office may edit the language for clarity, tone, and consistency with city standards.

C. Council Notification

Proclamation draft language will be emailed by the City Manager’s Office Admin. Team to all City Council members in individual communications.

Councilmembers have (3) options.

1. **Approve** the language written as is.
2. Submit **edit** requests back to the Admin. Team.
3. **Deny** the proclamation language

- If (3) or more total Councilmembers Deny the proclamation language – Proclamation is Denied.
- The City Manager's Office Admin. Team will be responsible for collaborating with individual Councilmembers regarding their edit requests. All Councilmembers must be notified of any edits in the same above process.

D. Work Session Final Review

- If approved, the proclamation must be placed on the appropriate Council Work Session prior to being presented at a City Council Meeting. Councilmembers will have an opportunity to read the final proclamation language, as well as the opportunity to comment on the proclamation.
- All Councilmembers have the option to sign or not sign the official proclamation before being presented to the requester.

E. Requester Notification

The Mayor's Office or the City Manager's Admin. Team will notify the requester of the proclamation approval or denial.

V. Presentation Options

Requesters may choose one of the following:

- **Public Reading:** During a City Council meeting (subject to scheduling).
- **Private Pickup:** Arrange to collect the proclamation at City Hall.
- **Mail Delivery:** The proclamation can be mailed to the requester.

VI. Limitations

- The City of Clearwater reserves the right to decline any proclamation request.
 - Proclamations are strictly ceremonial in nature and do not carry any legal weight or municipal authority.
 - Repeat proclamations (annual or ongoing) must be resubmitted each year.
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VII. Contact Information

For questions or assistance regarding proclamations, please contact:

Clearwater City Manager's Office

Phone: (727) 562-4040

Email: Courtney.Holzwarth@MyClearwater.com

Website: <https://www.myclearwater.com>
