

CFD 1127: Council Policy – Official City Proclamations

Approved December 19, 2022 by the Cedar Falls City Council

PURPOSE:

To provide guidance for the submission, approval, and publishing of official city proclamations.

POLICY:

It is the policy of the City of Cedar Falls to recognize important civic events and other special occasions with an official proclamation.

PROCEDURES:

1. Submission Criteria.

A. Proclamations may be requested by:

- 1). Residents of the City of Cedar Falls.
- 2). Organizations with direct connections to Cedar Falls.
- 3). City of Cedar Falls council members or employees.

B. Proclamations should have a demonstrable tie to Cedar Falls, which may include significant accomplishments by residents, noteworthy historical anniversaries, “Year of…” declarations, or other special commemorations of days, weeks or months by Cedar Falls residents and organizations.

C. The City of Cedar Falls reserves the right to deny any proclamation request.

2. Proclamation Submission.

A. Information required for an official city proclamation request are:

- 1). Submitter Name (plus title / organizational affiliation as appropriate).
- 2). Submitter Mailing Address and E-mail Address.
- 3). Date of Need for Signed Proclamation.
- 4). Desired Presentation Venue (Mayor’s Office, City Studio, Site Visit, other).
- 5). Draft Proclamation Text (including 3-6 Whereas Clauses and a Therefore Clause).

B. Requests must be e-mailed to proclamations@cedarfalls.com at least 30 days prior to the desired proclamation date. Approval well in advance will allow the greatest flexibility for scheduling a video shoot or other special publishing arrangement.

C. The city reserves the right to edit proclamations for clarity and brevity, and will normally

consult with the submitter regarding any substantive changes.

3. Proclamation Approval.

- A. Proclamation requests shall be considered for council approval under a single cover memo in the regular council meeting consent calendar.
- B. Proclamations shall not normally be read aloud during council meetings, in the interest of council meeting efficiency.

4. Proclamation Publication.

- A. After approval by the City Council, the Mayor shall sign the final formal proclamation document under the city seal within a formal presentation folder.
- B. The Mayor shall promptly return the signed proclamation to the submitter, and will normally offer a photo opportunity in the Mayor's Office, a site visit, social media broadcast, or other location and date/time as agreed upon by the submitter and Mayor.

5. Emergency Proclamations exempted.

- A. As described in Iowa Code 372.14, the Mayor may govern the city by proclamation when a time of emergency has been determined to exist, within the limits imposed by City Code Section 16-133.
- B. Such proclamations shall be exempt from the procedures contained in this policy document.

ADOPTED / AMENDED:

12/19/22