

# City of Buffalo Proclamations Policy

Adopted 2/5/2024

## A. Purpose

To establish guidelines for the issuance of official proclamations by the Mayor on behalf of the Buffalo City Council and the City of Buffalo.

## B. Eligibility

Organizations and individuals who live, work, learn or volunteer in Buffalo may request a City of Buffalo proclamation.

## C. Policy

The Mayor of the City of Buffalo has the authority to issue proclamations that recognize and raise awareness for programs, events, activities, organizations, causes, groups, and individuals that enhance the community's quality of life.

1. Requests for proclamations must meet the following criteria:
  - a. The subject of the proclamation is of local significance and impacts the quality of life in Buffalo; or
  - b. The subject of the proclamation is related to services, initiatives, or programs for which the City of Buffalo is responsible; or
  - c. The subject of the proclamation is of historical significance to the community of Buffalo.
2. A proclamation can call attention to a significant community event, service or program; or highlight a special period of observance, celebration, or recognition for community occasions.
3. Requests related to political, religious or lifestyle ideologies will not be considered.
4. Requests for proclamations to support a cause which is contentious or divisive within the community will not be considered.
5. Proclamations are not automatically renewed.
6. Only one (1) proclamation is allowed per subject per year.

## D. Procedure

1. Requests for a proclamation must be submitted to the Buffalo City Administrator at least thirty (30) days prior to the date the proclamation is to be presented. The submission of a request for a proclamation does not guarantee issuance. Requests must be made in writing, by mail or email, and include the following:
  - a. Contact person's first and last name, address, telephone number and email address.

- b. The name and date of the day, week, month, or event to be proclaimed or recognized.
  - c. A summary and background of the subject of the proclamation including how it meets the criteria of Section C.1. of this policy.
  - d. Draft text for the proclamation, including 4-6 “whereas” clauses.
  - e. Date to be presented, or when the proclamation is needed.
- 2. If the request is being made by an organization, letters requesting the proclamation must be on the official letterhead for that organization.
- 3. Upon receipt, the City Administrator will process the request and forward to the Mayor for review.
- 4. The Mayor will review all requests and make the final decision on whether a proclamation is placed on the Council agenda, in accordance with these guidelines.
- 5. If the Mayor determines that the request meets the intent of the Policy, the City Administrator shall place the proclamation on the earliest agenda considering the terms of the request and the other items needing Council attention.
- 6. A copy of the proclamation will be submitted to the City Council in the agenda packet sent prior to each City Council meeting.
- 7. If any Council Member objects to the proclamation they should advise the Mayor in advance of the meeting and when the item is up for consideration request a vote on the proclamation prior to its reading. If the measure fails to achieve the required majority the proclamation will not be read.
- 8. As noted above, the submission of a request for a proclamation does not guarantee issuance.