



City of West Columbia **Proclamation Policy**

A "proclamation" is a ceremonial document issued by City Council to formally recognize certain initiatives, observances, causes, events, and groups or people. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of West Columbia residents and non-profit organizations, to honor occasions of importance and significance to West Columbia residents, and to increase public awareness of issues with the hope of improving the well-being of citizens of West Columbia.

Proclamations are generally broad statements expressing local government support for a particular issue and are not legally binding and should not be interpreted as a policy endorsement. Requests should be received thirty days (30) before the date for which the proclamation(s) is/are needed and may be rejected if they are not received sooner. Proclamations are issued during Regular Council meetings of City Council which are held the first Tuesday of each month unless otherwise posted.

Proclamations are prepared on 8½" x 11" paper and enclosed in a certificate holder for the recipient. All proclamations are kept on file with the City Clerk's Office.

What are the criteria for a proclamation request?

- ALL applications for a proclamation must be submitted at least thirty (30) days prior to the event. Requests should be submitted to the City Clerk's office by mail, e-mail, fax or in person.
- Requests must be made on an annual basis. Proclamations will not be automatically renewed.
- Multiple requests from the same organization may not be honored in the same calendar year.
- Requests that are similar to proclamations that have already been issued may be denied.
- Proclamations shall not be used as a part of an advertisement or commercial promotion without the express written permission of City Council.
- All proclamations must be presented by the Mayor and City Council during a regular Council meeting. If the recipient is not available, a ceremonial letter may be issued instead.
- Proclamations must hold statewide significance or serve an educational purpose or raise awareness of issues that directly affect a significant number of West Columbia citizens.
- Proclamations may recognize a day, week, or month. Proclamations may be issued to recognize extraordinary achievement or supporting actions that improve the quality of life.

Proclamations will not be issued for:

- The benefit of specific for-profit organizations, policy organizations, businesses, or individuals
- Matters that would require taking sides on a political issue, involving issues of personal conviction, involving any religion.
- Commercial purposes, such as recognizing an individual or organization/agency not receiving the resolution/proclamation or the opening of a new business, a new service, a new product, or a new professional service.
- Organizations or individuals of other cities/towns that have no locally based chapters or specific connection to the City of West Columbia.
- Family reunions, class reunions, conferences, recreational events, and retirement ceremonies. A ceremonial letter or letter of welcome will be done instead.
- Any controversial matters.

Who can make a proclamation request?

Proclamations must have a direct relationship to West Columbia citizens, events, achievements, services, or noteworthy causes. The decision to issue a proclamation is completely at the discretion of the City Council, and they and the City Administrator reserve the right to deny requests for proclamations at any time.

How should a proclamation request be made?

Requests can be mailed, e-mailed, faxed or hand delivered. Because of the large volume of requests, we cannot honor phone requests.

Mail Requests to:
Crystal Bouknight
City Clerk
200 N. 12th Street, 2nd Floor
West Columbia, SC 29169

Email Requests to:
cbouknight@westcolumbiasc.gov

Fax Requests to:
(803) 939-8607



Proclamation Information

Required fields are marked by an asterisk (*).

*Name: _____

*Phone (day): _____

Phone (evening/cell): _____

Address: _____

Email Address: _____

Unless advised otherwise, all contact regarding this request will be to the above-listed person.

*Title of Proclamation: _____

*Date Proclamation is needed: _____

*Purpose of the Proclamation (draft language and/or background of the person, event, or organization):

INTERNAL USE ONLY. DO NOT WRITE BELOW THIS LINE.

☐ Approved

☐ Not Approved

Approved By: _____

Date Request Received: _____ Date to be Introduced: _____

☐ Presentation: _____

Please forward completed form to the City Clerk
West Columbia City Hall | 200 N. 12th Street, 2nd Floor | West Columbia, SC 29169
Fax: (803) 939-8607
Email: cbouknight@westcolumbiasc.gov