

***City Council Policy C-11: Proclamations and Recognition Policy  
Council Request Policy***

***City of Manteca – City Council Policy and Procedure***

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**Section 1: PURPOSE**

This City Council policy is to establish a system to:

Provide guidelines and procedures for the issuance of proclamations, as well as to establish standards for the use and distribution of recognition items (i.e., proclamations or certificates of recognition).

**Section 2: POLICY**

It is the policy of the City to recognize noteworthy contributions and achievements of individuals and organizations through proclamations, and certificates of recognition with the criteria contained in this Policy and at the discretion of the City Council, where noted. These forms of recognition are not intended for partisan, commercial, and/or overly narrow individual purposes as such purposes that are inconsistent with the overall policies of the City Council, the City of Manteca, and/or which are contrary to and/or inconsistent with state and/or federal law.

All requests should be made by: community members in the City of Manteca; organizations or businesses physically located in Manteca or the County of San Joaquin; and/or organizations whose primary mission is to provide some service to Manteca residents. The City Council and/or City staff reserves the right to decline or modify requests, and to make exceptions to any of the following guidelines.

- 2.1 Proclamations:** Proclamations are used for various forms of recognition, including:
- A. Recognition of individuals or organizations with Manteca-specific significance;
  - B. To highlight a special period of observance, celebration, or recognition for Manteca or national/state/regional occasions important to Manteca;
  - C. Public awareness campaigns;
  - D. Milestones for an organization, (including, but not limited to) an anniversary; and

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Regardless of whether a proclamation qualifies under the above guidelines, the City will not issue proclamations related to matters of strict political ideology or religious beliefs, strict individual conviction, and/or political, international, and/or legislative issues that may suggest (either directly and/or indirectly) an official City position or endorsement. However, this prohibition shall not be interpreted as preventing the City from recognizing cultural events, social issues, and/or holidays celebrated by religious groups in Manteca.

Proclamations will not recognize any group whose policies or objectives advocate violence, hatred, and/or any other position contrary to the well-being of any of the citizens of Manteca.

Proclamations must be requested each year and will not be proclaimed for more than one month.

All requests for proclamations should be directed to the Office of the City Clerk for review, and will be presented by City Council at a public meeting following review and approval by the City Manager's Office and City Clerk's Office. Requests for proclamations that do not meet the criteria listed above will be considered on a case-by-case basis. A copy of each proclamation is maintained by the City Clerk's Office. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet the City's requirements, needs, or policy determinations. The City reserves the right to decline any request for a proclamation.

- 2.2 Certificate of Recognition:** Certificates of recognition are used to acknowledge an individual or group achievement or contributions to the community, or to recognize a noteworthy event or occasion. Certificates of recognition also are prepared for outgoing members of the City's Boards & Commissions. Certificates of recognition on behalf of the City Council do not require City Council approval. Certificates are signed by the Mayor.

**Section 3: PROCEDURE**

Requests for proclamations or certificates of recognition shall be submitted to the City Council through the Office of the City Clerk for approval no less than fifteen (15) days prior to the City Council meeting or event. Exceptions

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to the deadline may be granted, provided that sufficient time is permitted to prepare the item before the meeting.

Requests must be submitted to:

Office of the City Clerk  
City of Manteca  
1001 W. Center Street, Ste. G  
Manteca, CA 95337  
mayorcouncilclerk@manteca.gov

The following information should be included in each request:

- A. Contact person's first and last name, phone number, and email address.
- B. A brief summary of the event or organization.
- C. Specific name and date for the day, week, or month or event to be proclaimed.
- D. Indicate whether the requester would like the proclamation to be presented at a Council meeting or a private event.
- E. Indicate the date by which the proclamation is needed.
- F. Provide draft text of the proclamation, including four to five recitals (i.e., "whereas" clauses).
- G. If the proclamation will not be presented at a City Council meeting or event, the requestor must provide a mailing address where the final proclamation or certificate may be sent or indicate when the proclamation or certificate will be picked up, including the receiver's name and title.
- H. Proclamations must fit on a single 8.5" x 11" page and be in 11-point or 12-point font, with room remaining for the Mayor's signature.

*Adopted:*