

MAYOR'S PROCLAMATION GUIDELINES

The Mayor issues proclamations and other ceremonial documents regarding topics of local, state or national interests which may touch the Beaumont community. The purpose of these guidelines is to provide guidance and promote consistency in the issuance of these documents.

Letters of Appreciation/Congratulations

Letters of Appreciation/Congratulations may be considered by the Mayor at the request of Council Members, City Manager or citizens to acknowledge:

- Recognition of individual birthdays, anniversaries, retirements, professional celebrations, and award recipients
- Celebration of achievements and recognition of individuals or organizations for their accomplishments

The letter of appreciation/congratulations are not eligible to be presented or read during Council meetings.

Certificates of Recognition

Certificates of Recognition may be considered by the Mayor at the request of a Council Member, City Manager or citizen to acknowledge:

- Recognition of individual significant birthdays (**75 years or greater**), milestone anniversaries (**20 years or greater**), and award recipients
- Celebration of achievements and recognition of individuals or organizations for their accomplishments that improve the quality of life in Beaumont or bring honor and positive recognition to the City of Beaumont

The certificates of recognition are not eligible to be presented or read during Council meetings. Presentation at an event is subject to the schedule of the Mayor, Council Member(s), or City staff.

Proclamation

A proclamation is an official declaration issued by the Mayor to make certain pronouncements to the public on behalf of the City of Beaumont. Proclamations are intended to acknowledge a person, organization or event that exemplifies extraordinary service or contribution to the community, an exemplary achievement or an extremely noteworthy milestone. In this instance the issuance of a proclamation is at the discretion of the Mayor. Proclamations will be considered by the Mayor at the request of a Council Member, City Manager or citizen to acknowledge certain special occasions such as:

- Individual significant birthdays (**80 years or greater**)
- Local City events
- National, International or local groups hosting events within the city with a local affiliation in the City.
- Local business milestones or significant anniversaries (**25 years or greater**)

- It is recommended that the request affect a broad group of people with a connection to the City of Beaumont or a specific community of the city
- Organizations receiving annual or multiple proclamations must show achievements made in the past year to be deserving

Not all proclamations will be presented or read during Council meetings. Proclamations not read at a Council meeting can be presented at the event. Presentation at an event is subject to the schedule of the Mayor or Council Members. All proclamations may be presented by the Mayor, a City Council Member or a designated representative of the Mayor.

Application Process

All applicants **MUST** be residents of the City of Beaumont. The recognized party or parties **MUST** be residents or former residents of the City whose actions in some way benefit the City. Requests should be received in the office of the mayor at least **(10)** days prior to date of the event with suggested draft language that will be used to prepare the document. For proclamations to be considered, information must be provided. Please note the wording of the proclamation or certificate of recognition must fit on a single page.

The request should include the name, address, and telephone number of the contact person. Requests can be submitted online, mailed, emailed, faxed or hand delivered to the office of the Mayor.

Proclamation requests can be submitted to the Office of the Mayor using the link provided on the City of Beaumont website <https://beaumonttexas.gov/request-a-proclamation/>

The Mayor reserves the right to approve, modify or decline any request.

Send completed request to:

Mail: Office of the Mayor, 801 Main Street, suite 300, Beaumont, Texas 77701

Email: Roy.West@Beaumonttexas.gov

Fax: 409.880.3132