



REVIEWING PUBLIC REQUESTS FOR PROCLAMATIONS POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for responding to public requests for proclamations.

II. POLICY

It is the policy of the City Council to consider requests to proclaim certain events, causes and residents of Anoka, when such proclamations positively impacts the community and conveys an affirmative message to Anoka residents. Proclamations that are political in nature, that are controversial, or that likely would not enjoy a high level of community interest and support, are discouraged.

III. GUIDELINES

The following guidelines and requirements apply to requests for consideration of proclamations.

- A. The person(s) making the request must be a City of Anoka resident(s), business owner or property owner, entity or non-profit serving or benefiting residents of the City as a whole.
- B. The request and a draft of the resolution must be submitted at least four weeks in advance of a regularly scheduled Council meeting, by the Requestor(s).
- C. An Anoka resident, business owner or property owner must agree to be in attendance at the Council meeting to accept the Proclamation.
- D. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
- E. The City of Anoka retains the right to decide if the proclamation will be issued or not.

IV. PROCEDURE

- A. The person(s) making the request must submit a completed Application Requesting a City Proclamation and must submit a copy of the proposed proclamation. The City will format the proclamation to retain consistency in our City proclamations.
- B. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the City Council will be consulted; where a majority of Councilmembers will make the determination.
- C. Once the determination has been made, if approved, it will be added to the appropriate Council agenda.
- D. If the determination made is to not approve, the applicant will be notified of the decision and the reason(s) for the decision.



APPLICATION TO REQUEST CITY PROCLAMATION

Requests for City Proclamations must be submitted four weeks prior to the requested Council meeting date. The City Council meets on the 1st & 3rd Monday of each month, unless a Federal Holiday occurs on that date.

Topic & Purpose of Proclamation:

Two horizontal lines for text entry.

Individual, Agency, or Organization Sponsoring the Proclamation:

One horizontal line for text entry.

Local Resident, Business Owner or Property Owner Attending Meeting to Receive Proclamation:

Two horizontal lines for Name and Phone (including area code).

Council Meeting Date Requested: _____

Requested by: Name, Address (City, State, Zip), Phone (including area code), Email address.

Attach a draft copy of your one-page proclamation to this application and a description of how your organization serves and benefits the residents of the City of Anoka. Return to City of Anoka Administration Department, 2015 First Ave, Anoka MN 55303

For Office Use Only:

Box containing: Date Request Received, Approved, Not Approved, Applicant Notified, Date Proclaimed.

Policy History

Initially Adopted: 10.04.2021