

Proclamation Guidelines - Liberty Hill Office of the Mayor 9-14-2022

Issuing Proclamations is a ceremonial function of the Mayor of Liberty Hill, TX.

The final decision on whether a proclamation is issued or not is up to the discretion of the Mayor. No proclamations are issued to non-residents or for non-Liberty Hill events, unless specifically approved by the Mayor in advance. The Mayor is honored that you have chosen to include her to participate in marking the significant occasions in the lives of Liberty Hill citizens.

Proclamations are ideal for:

- honoring individuals and organizations for outstanding achievement,
- honoring members of the civic, fraternal, veteran, Scouting, educational, non-profit, neighborhood or church groups in the community,
- honoring special occasions or anniversaries or other dates that are noteworthy to residents of the area, and
- honoring special dates of historical significance.

Making a Mayoral Proclamation is ceremonial and intended for non-commercial (and non-political) purposes. Businesses may request a Proclamation for anniversaries of 50 years or more, garnering acclaim/recognition in the field or other very notable event, only.

A Proclamation application form will be required for each Proclamation issued. This application will be provided by the City Secretary's Office and available in person or on the city's website. Requests must be made no fewer than two weeks before the event; unless approved by the Mayor.

Applications form will include:

- A new proclamation request for each year, for proclamations that occur each year (e.g.: Breast Cancer Month)
- Name, telephone number, email address and company (if a representative) of person who is requesting/can answer questions about the proposed proclamation.
- Facts about the subject matter. Enough for at least 4 or 5 bullet points.
- Specific Title of what will be proclaimed.
- Date of the Proclamation and date to be presented - specifically, within a City Council scheduled meeting, or another date. (The Mayor's schedule may preclude presentation outside of a Council Meeting).

All Proclamations must be picked up at the City Secretary's Office unless prior arrangements are made. The original proclamation will be presented to the individual or organization who requested it at no cost. A fee may be assessed for additional copies of the proclamation.