

City of Oxford **Guidelines for Proclamations**

Proclamations are issued only for:

- Oxford residents
- City of Oxford events
- Community service organizations located in Oxford
- Achievements associated with local schools.

Specific Proclamation Criteria:

- Retirement proclamations - the person must have been employed with their current employer for 25 years or more.
- Birthday proclamations - the person must be at least 80 years of age with increments of 5 years thereafter.
- Wedding, church, or pastoral anniversary proclamations - the anniversary must be 25 years or more.
- Annual or other repeat requests - must be made in writing for each occasion in accordance with these guidelines. Proclamations are not automatically renewed.

Other Proclamation Criteria:

- Only a City-recognized event, sponsored in whole or in part by the City of Oxford government, may be used as part of an advertisement or commercial promotion.
- We cannot issue proclamations for commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service.
- We will not issue proclamations taking sides in matters of a political issue, addressing matters of personal conviction, campaigns, or in matters endorsing any particular religion.
- Generally, we will not issue backdated proclamations. Issuance of a proclamation by the City Council is entirely within the discretion of the Council and nothing in these guidelines is intended to abrogate that discretion.

Procedure:

- Requests for proclamations should be made in writing to the City of Oxford Clerk's Office at least 10 business days prior to the date when the proclamation is needed.
- To make a request please send an email with "Request for Proclamation" in the subject line to cbowen@oxfordnc.org or mail the request to the City Clerk's Office, PO Box 1307, Oxford, NC 27565.
- Phone requests should be followed up with a written request along with the following information.
- Individuals or organizations seeking a proclamation should include the following information with the request:
 - Contact information: name, telephone number and e-mail address of a person who can answer questions about the proclamation.
 - Name of organization or person/persons the proclamation is about.

- Proposed text for the proclamation, including facts about the subject matter and enough information to make at least four points but the more information you send, the more personable the proclamation will be.
- Avoid repetition, and emphasize the most important items or issues.
- Specific title of what will be proclaimed, including name, day of the week, or month to be proclaimed.
- Date of the proclamation presentation.
- If you are requesting the Mayor to personally read the proclamation at your event, please specify the date and time. We will contact you as soon as we know the Mayor's availability.
- Date the proclamation is needed; and
- Action to be taken when the proclamation is ready for pickup (person to be notified either by telephone or email when the proclamation is ready).

Following Receipt of the Proclamation Request:

- The City Clerk's Office, on behalf of the mayor, will contact the person requesting the proclamation to notify them of the status of the request.
- The original proclamation will be issued to the individual or organization (including individual recipients) at no cost.
- All proclamations must be picked up at the City Clerk's Office unless prior arrangements are made.
- Any draft language submitted is subject to editing or revisions.