

Proclamations



Proclamations are used to designate an appreciation event, recognition of an individual or charitable cause, and are usually requested by a supporting organization.

Proclamations should be apolitical and non-controversial in nature so that the Town is not perceived as taking positions on issues or causes that are the subject of significant differences of opinion within the community.

Proclamations may be requested for:

1. Recognition of a local event.
2. To honor persons or groups who impact the Town of Mancos.
3. Regional, state wide or nationally recognized events or activities with local interest.
4. To bring public attention to an issue or opportunity important for the community overall.

Proclamations will NOT be issued for:

1. Matters of political, ideological or religious controversy or individual conviction.
2. Pending ballot or legislative issues.
3. Advertisement, endorsement or commercial promotion.
4. Multiple proclamations for similar subject matter.
5. Multiple proclamations from the same organization
6. Existing State and/or Federal holidays

The review process will include:

1. At the last meeting in December of each year, the Board will, based on past proclamations, create a list of 5 proclamations to prioritize for the coming year.
2. The Town Clerk will schedule the approved proclamations on the appropriate agendas the following year.
3. Proclamation requests received pursuant to this policy may be made throughout the year.
4. Proclamation requests must be received a minimum of 30 days prior to the Board meeting where the proclamation request will be decided by the Board.

The requestor of the proclamation is strongly encouraged to attend the specific Board meeting where the proclamation would be read.

The attached application must be completed in order for the Town to consider a request for a proclamation.

Effective February 10, 2022

Request For Proclamation

First Name	Last Name	Email Address	Date Submitted

INSTRUCTIONS

Below is an example of a proclamation. Copy and paste the example and adjust the text as necessary.

EXAMPLE

MANCOS COLORADO DAYS

[Date]

WHEREAS, the Mancos Colorado Days Festival has been held in Boyle Park and Downtown Mancos since 1959; and

WHEREAS, this year marks the 62nd anniversary of the annual Mancos Days celebration with the theme “Power of Rock and Roll-Live Hard”; and

WHEREAS, this annual weekend festival brings together the community in many ways to honor the unique and historic heritage of the Mancos Valley; and

WHEREAS, Mancos Days has been coordinated with the assistance of many volunteers and sponsor businesses and organizations; and

WHEREAS, this celebration provides a positive economic impact to the town of Mancos; and

WHEREAS, Mancos Days is free and open to the public and includes activities for people of all ages.

NOW, THEREFORE, I, [current Mayor], Mayor of Mancos, Colorado, do hereby proclaim [Date or month], as [Proclamation or recognition title].