

Mayoral Proclamation Guidelines

Approved by Governance Committee 3-5-24

Mayoral Proclamation Eligibility

The purpose of these guidelines is to establish procedures for the issuance of proclamations by the Mayor of the City of Frisco. The Mayor will consider a request for issuance of a Mayoral proclamation if it meets one or more of the following criteria:

1. Recognition of a significant individual achievement as defined by:
 - a. Retirement with at least 30 years of service.
 - b. Anniversary of at least 50 years
 - c. Extraordinary act of service to the community
2. Charitable fundraising campaigns, arts, athletic and cultural celebrations.
3. Special public events taking place in the City of Frisco with a defined event date.
4. Other extraordinary events, activities, individuals or achievements as determined by the Mayor.

Proclamations may not be issued for:

- Advertisement or commercial purposes
- Events, organizations, individuals or achievements with no direct relationship to the City of Frisco

City of Frisco employee years of service recognitions are exempt from proclamation limits.

Proclamations issued in person by the Mayor at a City Council meeting are limited to no more than one per lifetime or per event/recognition. Subsequent requests for the same event/recognition are eligible for a city certificate or letter only.

Proclamations issued in person by the Mayor at a City Council meeting are limited to no more than two per City Council meeting and will be scheduled on a first come, first served basis. The Mayor shall determine whether a proclamation will be issued at a City Council meeting or at another time or location or in another manner.

Proclamation requests must be made on the City of Frisco website at least 60 days before and no earlier than 6 months from the requested date of issuance.

Requests may not be repeated within a calendar year. Requests that are considered redundant will be declined, and a copy of the original proclamation may be provided as an alternative. Proposed text of a proclamation may be edited, modified or amended as determined by the Mayor or his/her designee without notice to the requestor. The Mayor has final authority over whether a proclamation will be issued or not and the timing, location and manner of issuance.

Requests that do not meet the Proclamation criteria may be eligible for a Certificate or Letter of Recognition provided by mail or pickup at City Hall. Certificates and Letters of Recognitions are not eligible for City Council presentations.

Proclamations, Certificates and Letters of Recognition are not indicative of Mayor or City Council support of any individual, issue, project, or event. The Mayor reserves the right to deny any Proclamation, Certificate or Letter of Recognition.

Proclamations referenced in the City of Frisco Code of Ordinances or other law are not subject to these guidelines.