

CITY OF DELRAY BEACH



CITY CLERK



DATE: March 26, 2026

TO: Mayor & Commissioners

THROUGH: Terrence R. Moore, ICMA-CM

FROM: Alexis Givings, City Clerk

SUBJECT: Proclamations and Special Recognition Guidelines

PURPOSE:

The purpose of this policy is to establish general guidelines for the public to request proclamations and special recognitions.

POLICY GUIDELINES:

Proclamations are ceremonial documents signed by the Mayor to honor and celebrate events or significant issues of importance to the City of Delray Beach. The goal of a proclamation is to promote public awareness for arts and cultural celebrations. Welcoming/congratulatory letters are considered special recognitions. These public service documents are strictly honorary and are not legally binding. All proclamations and special recognitions will be reviewed on a case-by-case basis.

CRITERIA

Proclamations not on the approved Proclamation List will be submitted to the Mayor's office for approval from the City Commission.

Requests must be made in writing utilizing the Proclamation/Recognition Request Form which can be found on the City Clerk's website. Requests can be mailed, hand-delivered or emailed. If mailed, please call 561-243-7050 to verify receipt by the Clerk's office.

Requests should be made **at least 10 business days in advance of the event or to commemorate an event.** Based on time of submission, and the request, the item will be placed on the next available meeting agenda.

The Mayor's Office reserves the right to modify or deny any proclamation request.

More than one cause can be proclaimed simultaneously.

An organization does not have exclusive rights to the day, week or month of their proclamation.

Proclamations should affect a broad group of people. **Proclamations will not be issued for individuals**. Individuals, depending on the occasion or event, will either receive a Certificate of Recognition or a Congratulatory Letter signed by the Mayor.

Proclamations will not be issued for matters of political controversy, ideological or religious beliefs, or individual conviction.

Proclamations will not be issued for Campaigns or events contrary to City policies.

Additional Information Required

- Contact person's first and last name, address, and telephone number (requester cannot remain anonymous).
- A brief summary and/or background of the event or organization.
- The name and date(s) of the event to be proclaimed.
- Draft text for the proclamation, including 4-6 "whereas" clauses and/or draft text for the recognition.
- An indication of whether the proclamation should be mailed or will be picked up and the date.
- Date for when the proclamation is needed.
- Advisement of photo opportunity with the Mayor.

Due to time constraints, proclamations are generally not read into the record at City Commission Meetings. However, the Mayor can grant permission to any Commissioner to read a proclamation into the record at a Regular Commission meeting.

The chart below provides a guide for each category:

Proclamations	Special Recognition Awards	Congratulatory Letters
Declaration of a day, week or month in honor of a special event. Examples: • <i>Black History Month</i> • <i>Parks & Rec Month</i> • <i>Florida City Gov't Week</i> • <i>Student Gov't Day</i>	Employee 30 Year Milestone Resolutions, Athletic Honors, Key to the City Examples: • <i>Atlantic High School Football Team State Runner-up (2017)</i> • <i>Wendy's High School Heisman Award</i> • <i>Professional Sports Champion/Finalist (i.e. French Open)</i>	A letter of greeting or congratulations for: significant anniversary, birthday, reunion, conferences, conventions, seminars or event. Examples: • <i>Church Anniversaries</i> • <i>100th Birthdays</i>