

EL DORADO

K A N S A S

Approved by the City Commission November 6, 2023.

One of the many functions of the City Commission is recognizing and honoring people, events, activities, organizations, issues, etc. through the issuance of formal proclamations. The goal of a proclamation is to honor occasions of importance and significance and increase public awareness of issues to improve the well-being of the citizens of El Dorado.

General Guidelines:

- Proclamations typically recognize a day, week or month and are issued no more than annually.
- A proclamation is a ceremonial document and are not legislation of the Commission. The issuance of a proclamation does not mean that the City of El Dorado endorses the group or project.
- Proclamations must have a local tie to the City of El Dorado.
- The request for proclamation must originate from a citizen of El Dorado or a department of the City.
- A draft proclamation may be edited or rewritten at the discretion of the Administration Department.
- Proclamations will not be issued for any of the following purposes:
 - People, events, or organizations with no direct relationship to El Dorado.
 - Advertising of for-profit purposes.
 - Positions highlighting, referencing, or taking sides in political or religious controversies.
 - Positions contrary to City Ordinances or Resolutions.
 - Personal activities not of a general public interest, such as deaths, family reunions, birthdays, anniversaries, or groundbreaking.

Requesting a Proclamation:

- Requests for a proclamation should be made at least four (4) weeks prior to the date requested.
- Requests can be made by e-mailing the City Clerk.
- A draft of the proclamation must be submitted with the request.
- An official copy of the proclamation may be issued by request either at the Commission meeting, via e-mail or mail. The requesting party must specify their preference as part of the request.