

Town of Tolland Proclamation Policy
As Adopted at the June 22, 2021 Tolland Town Council Meeting

Proclamations and Citations are unique salutations for laudatory deeds or celebration of distinctive occurrences that deserve special recognition by town residents. They are a celebration of the special milestones achieved or service done by the residents of the Town of Tolland.

1. Definitions

- a. A Proclamation is a formal declaration issued by the Town Council to recognize extraordinary action, achievement, commitment, or dedication of a town resident, organization, or community group in service to the Town of Tolland.

Proclamations are approved and issued solely at the discretion of the Town Council.

If requesting a Town Proclamation recognizing an issued Presidential Proclamation honoring a specific group or event, include reference or link to the specific Presidential Proclamation.

- b. A Citation is a letter of recognition issued by the Town Council Chairperson to recognize exemplary or commendable action, achievement, commitment or dedication of a town resident, organization, or community group in service to the Town of Tolland.

Citations are issued solely at the discretion of the Town Council Chairperson. Citations may be issued directly by the Town Council Chairperson or by the Town Manager at the Town Council Chairperson's direction, with or without a formal request, and do not need to be presented to or approved by the Town Council.

2. Requirements

a. Proclamations

Requests for proclamations must be submitted to the Town Manager's office via the online form available on the town website not less than 3 months prior to the desired issuance date to ensure sufficient time to act upon the request, and must contain the following information:

- Name, address, phone number and email or other contact information of person requesting the Proclamation;
- Name of person, organization, or event to be recognized;
- The type of action or achievement to be recognized;
- The date the Proclamation is needed;
- All pertinent information regarding the action or achievement to be recognized that is needed to enable the Town Council to appropriately draft the requested Proclamation.

Failure to file within the required timeframe or provide any requested information may result in the delay or rejection of the Proclamation request.

b. Citations

Requests for Citations should be submitted to the Town Manager's office via the online form available on the Town website in a timely manner, preferably not less than 30 days prior to the desired issuance date, to ensure sufficient time to act upon the request, and must contain the following information:

- Name, address, phone number and email or other contact information of person requesting the Citation.
- Name of person, organization, or event to be recognized.
- The type of action or achievement to be recognized.
- The date the Citation is needed.
- All pertinent information regarding the action or achievement to be recognized that is needed to appropriately draft the requested Citation.

3. Proclamation Review Process

Consideration of Proclamation requests are completely discretionary. To assist in setting agendas for future Town Council meetings, the review process will be conducted by the Town Council Chairperson. As part of the process, the Chair will make recommendations to the Town Council regarding action on the Proclamation request. The Chair will work with the Town Manager's Office on drafting the language of a Proclamation prior to placing it on the agenda for consideration by the Town Council.

4. Standing Proclamation Recognition

The following Proclamations may be presented to the Town Council at the next appropriate meeting without requiring screening:

- a) Resident's 100th Birthday;
- b) Retirement of a Town of Tolland Employee;
- c) Fair Housing Recognition;
- d) Honorable civic service organization promotion or recognition (i.e.: attainment of Eagle Scout, Gold Award or other notable achievements within a civic service organization); or
- e) A previously issued Town Proclamation recognizing a specific group or event.

5. Approval of Proclamations

Proclamations are to be passed by majority vote. Issuance of a prior Proclamation does not create precedence requiring approval of subsequent similar requests. If there is a non-unanimous vote to approve wherein the Town Council Chair dissents, the next ranking member of the Town Council is authorized to sign the Proclamation under their title.

Where the Town Council issues a proclamation in accordance with this Policy, such proclamation does not constitute a personal or civic endorsement by the Town.

Once a proclamation is approved by the Town Council, the Town Manager's Office will coordinate with the requestor of the proclamation a date at which a ceremonial read of the proclamation can be performed, preferably to take place at a future meeting of the Town Council.