

**CITY OF SEABROOK  
RESOLUTION NO. 2018-07**

**ADOPTION OF THE CITY OF SEABROOK PROCLAMATION POLICY**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK  
ADOPTING THE CITY OF SEABROOK PROCLAMATION POLICY**

**WHEREAS**, the Council of the City of Seabrook desires to establish the parameters and requirements for issuing proclamations; and

**WHEREAS**, the staff of the City of Seabrook has developed a policy for the approval and drafting of Mayoral proclamations; and

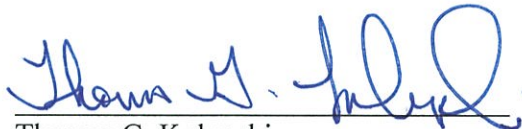
**WHEREAS**, the City of Seabrook Proclamation Policy will be reviewed every five (5) years;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEABROOK, STATE OF TEXAS:**

That the City of Seabrook hereby formally adopts a Proclamation Policy as shown on Exhibit A which is hereby attached and made a part of this resolution.

AND IT IS SO ORDERED

PASSED, APPROVED AND ADOPTED THIS 2nd DAY OF JANUARY, 2018.



Thomas G. Kolupski  
Mayor

ATTEST:



Robin Hicks, TRMC  
City Secretary



## EXHIBIT A



### *PROCLAMATION POLICY*

#### **POLICY**

The City of Seabrook will issue a proclamation at no charge to citizens who wish to recognize individuals for their outstanding achievements in the community, nonprofit organizations, events or days that are exemplary or special.

Proclamations *are not* issued for commercial purposes, such as the opening of a new business, a new service, a new product or a new professional service. This also includes business anniversaries that are less than 50 years.

In addition, proclamations *are not* issued for deceased persons, retirements, birthdays, weddings, family reunions, or religious organizations or religious functions (in keeping with the ideology of separation of church and state).

Groups or citizens seeking proclamations year after year *must provide new* information for the proclamation. Individuals who request the same proclamation year after year with only date changes will *not* be issued new proclamations.

#### **PROCEDURE**

A request for a proclamation must be made in writing to the City Secretary's Office at least 30 days prior to the date that will be proclaimed or the date the document will be presented. Each request must be accompanied by the name and telephone number of a person who can answer additional questions about the proposed proclamation.

Individuals or groups seeking a proclamation must accompany the request with:

1. Facts about the subject matter – enough information to make 4 points.
2. Specific title of what will be proclaimed
3. Date of the proclamation and date to be presented

The Mayor of Seabrook will make the final decision on whether a proclamation is issued or not. No proclamations are issued to non-residents or for a non-Seabrook event unless specifically approved by the Mayor of Seabrook.

All proclamations must be picked up at the City Secretary's Office unless prior arrangements are made.

The original proclamation will be presented to the citizen who requested it at no cost.

Any proclamation to be presented at any City public meeting must be approved in advance.