



Town of Huntington

Proclamation Request Policy, Guidelines & Procedures

Adoption/Revision History

1. Adopted by the Huntington Selectboard on May 04, 2015.

Overview

Proclamations are ceremonial in nature and are provided by the Selectboard as a service to Town of Huntington residents, employers and employees, with a goal of honoring, celebrating or creating awareness of noteworthy issues among the residents of Huntington. These public service documents are strictly honorary and are not legally binding. Issuance of a proclamation does not necessarily constitute an endorsement by the Town of Huntington government.

Proclamations are reviewed on a case-by-case basis by the Selectboard to ensure compliance with these guidelines and procedures. For additional information, please contact the Town Administrator's Office at 802-434-4779 or email townhunt@gmavt.net.

Policy

- Proclamations must be requested or endorsed by a Town of Huntington resident and/or landowner. Out-of-town requests will be declined.
- Proclamations must affect a broad group of people and are not issued for individuals.
- Proclamations must conform to State of Vermont and Federal anti-discrimination laws.
- Proclamations recognize a day, week, month or year.
- Proclamations are issued for one date only.
- Proclamations are not automatically 'renewed' each year. Annual or other repeat requests must be made in writing for each occasion in accordance with these guidelines.
- The issuance of a proclamation does not constitute an endorsement by the Selectboard.
- The Selectboard reserves the right to modify or deny any proclamation request.
- Proclamation requestors are responsible for all publicity, celebratory activities, and costs related to the proclamations they have requested and/or sponsored.

Proclamations are ceremonial documents signed by the Selectboard and issued for:

- Public awareness
- Charitable fundraising campaigns
- Non-profit organizations
- Arts and cultural celebrations
- Special honors (on the recommendation of the Selectboard)

Proclamations will not be issued for:

- For profit businesses (such as for an advertisement or commercial promotion)
- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Campaigns or events contrary to Town policies

- Events or organizations with no direct relationship to the Town of Huntington
 - Events examples: The Race for Sundae or the Valley Arts festival could qualify, however the Vermont Brewers Festival at Burlington's waterfront park or the Stowe Half-Marathon would not qualify.
 - Organizations examples: Neighbor Helping Neighbor or Our Community Cares Camp could qualify for a proclamation but the Community Church of Huntington or the Montpelier Senior Activity Center would not qualify.
 - Educational/public awareness proclamations sponsored by an organization which may not otherwise qualify for a proclamation will be considered, such as an American Lung Association request for a Women's Lung Health Week or a request by the Community Church of Huntington for a Suicide Awareness Week.
- Proclamations are not issued for individuals. For individuals, depending on the occasion or event, either a Certificate of Recognition or Congratulatory letter may be provided.


Making your request

- Requests must be submitted in writing (mailed, emailed, faxed or hand-delivered to the Town Administrator) and must be accompanied by a draft of the requested proclamation.
- Requests should include:
 - Contact person's first and last name, mailing address, email address and phone number
 - A brief summary and/or background of the event or organization
 - The name and date(s) of the day, week, month or event to be proclaimed
 - Draft text for the proclamation (including 4-6 "whereas" clauses)
 - The date when the proclamation is needed
 - Copies of proclamations must be picked up at the Town Administrator's Office unless prior arrangements have been made.
- Residents are strongly encouraged to submit requests 6-8 weeks in advance of the requested proclamation date. Requests will be accepted no more than 6 months in advance. If less than a 3-week notice is given, the Selectboard reserves the right to decline.

Other:

- More than one cause can be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- A Certificate of Recognition or Congratulatory letter may be an alternative where proclamation criteria are not met.

This policy was approved and adopted at the Huntington Selectboard public meeting held on Monday, May 04, 2015.



 Dori Barton, Chair



 Nancy Stoddard, Vice Chair



 Andrew Hendrickson

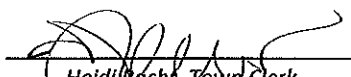


 Helen Keith



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Received for record this 28 day of May, 2015



 Heidi Bach, Town Clerk