

City of Bemidji

Mayoral Proclamation Guidelines



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

- Public awareness
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honors (on the recommendation of the Mayor)

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations with no direct relationship to the City of Bemidji
- Campaigns or events contrary to City policies

Other:

- The Mayor's Office reserves the right to modify or deny any proclamation request.
- An organization may request only one proclamation annually.
- 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 is an alternative where proclamation criteria are not met.

Who can make a proclamation request?

- Request must be made by a City of Bemidji resident.
- Proclamations must affect a broad group of people. We will not issue proclamations for individuals. For individuals, depending on the occasion or event, either a Certificate of Recognition or Congratulatory letter will be provided.

How should a proclamation request be made?

- All requests must be made in writing. Request can be mailed, faxed or hand-delivered or email. If mailed or faxed, please call to verify receipt by our office.
- Requests should be made at least 10 business days in advance of the date the document is needed. The exception to this rule is condolence requests- these should be made as soon as possible after a person's passing.

What must the request include?

- Contact person's first and last name, address, and telephone 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.
- An indication of whether the proclamation should be mailed or will be picked up and the date.
- A date when the proclamation is needed.

All questions may be directed to the City Clerk's Office at (218)759-3570 or in writing to:

City of Bemidji
317 4th Street NW
Bemidji, MN 56601
cityclerk@ci.bemidji.mn.us

City of Bemidji Mayoral Proclamation Request Form



Today's Date: _____

Date(s) of Proclamation: _____

Name of Organization: _____

Organization's Address: _____

Contact Information:

Name: _____

Title: _____

Phone: _____

Email: _____

Purpose of Proclamation:

Proclamation Language:

- If possible, please e-mail your proclamation in word format to the City Clerk.

Notification Preference:

Call me when the proclamation is ready and I will pick it up.

E-mail me when the proclamation is ready and I will pick it up.

Mail the proclamation to the address listed above.

Please read at an upcoming Council meeting. The City Clerk will e-mail you with the meeting date.

Please mail, hand-deliver or email this form to:

Bemidji City Clerk
317 4th Street NW
Bemidji, MN 56601
cityclerk@ci.bemidji.mn.us