



Proclamation Procedures and Guidelines

General Information

- Proclamations are ceremonial documents issued by the Mayor and/or City Council to designate a specific time period (day, week, or month) for the purpose of raising awareness or celebrating historic milestones. Proclamations are strictly honorary and do not have any legislative value.
- Proclamations are generally issued for:
 - Public awareness of issues that impact community health and safety and directly affect the Smyrna/Cobb County Community
 - Recognitions tied to national observances
 - Nonprofit organizations / charitable fundraising campaigns benefiting a majority of residents
 - Arts and cultural celebrations within the City of Smyrna
 - Special honors / recognizing individuals who have made a significant contribution to the community
- Proclamations will NOT be issued for:
 - Campaigns or events contrary to city policies
 - Events or organizations with no direct relationship to the City of Smyrna
 - For-profit causes
 - Pending ballot or legislative issues

Proclamation Requirements / Request Process

- All requests must be made through the mayor's office. **Please email your request to Christy Ullman at cullman@smyrnaga.gov.**
- All proclamation requests must have the sponsorship of the Mayor or City Council representative.
- All proclamation requests must be submitted **at least 14 - 20 business days** before the desired date of issuance (20 business days for proclamations presented at a city council meeting; 14 days for all other requests).
- The requestor must provide draft language (four to six "Whereas" clauses) for the proclamation, and such language is subject to edits, revisions, and formatting by the city without notice.

Approval and Issuance

- The mayor's office reserves the right to modify or deny any proclamation request.
- The mayor's office reserves the right to determine the most appropriate delivery or presentation method. Many factors go into the decision to issue a proclamation, including the volume of requests received and the number we are able to grant within a given period.
- A congratulatory letter is an alternative where proclamation criteria are not met.
- Once approved, the proclamation will be drafted on official city proclamation stationery and signed by the mayor.
- You will be notified when the proclamation is ready for pickup or presentation.
- If the proclamation will be presented during a city event or Council meeting, additional coordination will be required.

Presentation and Delivery Options

- Proclamations can be issued and delivered using the following methods:
 - Event Presentation: A city representative may present the proclamation at an event hosted by the requesting individual or organization, subject to the representative's availability.
 - City Council Meeting: The proclamation can be presented during a regularly scheduled city council meeting.
 - Applicant Pickup: The applicant may pick up the proclamation in person at Smyrna City Hall.
 - Mail Delivery: The proclamation can be sent to the applicant via email or Regular mail.

Other

- An organization or individual does not have exclusive rights to the day, week, or month of their proclamation.
- An organization should request only one proclamation annually.
- Proclamations are not automatically renewed; requests must be made on an annual basis.