



City of Yakima Proclamation Issuance Policy

Adopted March 11, 2025 via R 2025-051

1. Purpose

The purpose of this Proclamation Policy is to establish guidelines for the orderly preparation and presentation of proclamations for potential City Council action, and to ensure proclamations reflect inclusiveness and issues that support City policies, goals and values.

2. Policy

Proclamations issued by the City Council ideally provide an opportunity for the City Council to honor occasions of importance and significance to Yakima residents, increase public awareness of issues to improve the well-being of the residents of the City, and recognize and celebrate extraordinary achievements of Yakima residents and Yakima non-profit organizations. Proclamations requested by the public should have city wide significance and demonstrate relevance to the City of Yakima.

A proclamation is government speech made on behalf of the City government. These procedures do not entitle any private person or entity a right to have their proposed proclamation adopted by the City Council or to have any particular issue addressed in a proclamation. This policy does not restrict the City Council's discretion to issue a proclamation for any purpose it deems appropriate. Proclamations are not legally binding and do not constitute an endorsement by the City.

3. Guidelines and Procedure

a. Proclamations may only be proposed by a member of the City Council through a motion made during a Council Meeting to add the proposed proclamation to the agenda of a future council meeting. Such motion requires the affirmative vote of a majority of council members in attendance, in accordance with the City Council Rules of Procedure. Requests for proclamations from individuals, organizations, or other entities shall not be accepted, processed, or reviewed by the City Manager, staff, or any other city official or entity. Upon a successful motion with a majority vote of council members in attendance, the City Manager, in consultation with the proposing councilmember and city staff, shall prepare a draft proclamation for consideration at the designated future meeting if the proclamation meets the requirements of this policy.

b. No individual or organization has exclusive rights to any day, week or month.

c. Proclamations must fit on one page and must be under 300 words.

d. Only one proclamation can be issued per calendar year per organization or individual.

e. Proclamations do not automatically renew. Requests must be made on an annual basis. Each renewal request will be evaluated on a case-by-case basis.

f. The City Council is unable to accommodate proclamations for out-of-city events or for-profit causes.

g. Proclamations will not be issued if they attempt to influence government policy, are for campaigns or events contrary to adopted City policy or mission; or are for personal activities that are not of a general public concern. Proclamations should not be partisan in matters of political, ideological or religious controversy.

h. The City Manager will determine if the draft proclamation prepared following an affirmative vote by the City Council satisfies the intent of this policy. If it does, the proclamation will be placed onto a City Council agenda for approval, as designated in the approved motion. The considerations include, but are not limited to:

- i. Is the purpose of the proclamation consistent with the City's vision, mission and goals?
- ii. Does the subject matter demonstrate respect for Yakima residents?
- iii. Would the proclamation foster a sense of community?
- iv. Would the proclamation provide education, raise awareness or provide similar benefits for Yakima residents?
- v. Does the proclamation relate or connect the City to an organization within the city or to a statewide or national issue impacting Yakima?
- vi. Is the request similar to already issued proclamations?
- vii. Does the proclamation acknowledge significant community events or celebrations?
- viii. Will the proclamation have a significant, citywide impact and demonstrate relevance to Yakima?

i. The City may consult with outside parties regarding the drafting of proclamations as deemed appropriate by the City Manager.

j. Proclamations must be adopted by a majority vote of the Councilmembers present at the meeting. If proclamations are approved by the City Council, those which have requested that they be read during a City Council meeting will be read aloud. Proclamations will only be read aloud if the City Council in its motion to approve indicates they want it read aloud. Otherwise, proclamations will be posted on the City's website as part of the Council minutes after City Council approval.

4. Greetings and Other Recognition

Greetings from the Mayor and/or City Council, or other forms of recognition, such as congratulatory letters, can be issued when a proclamation request does not meet the guidelines. Greetings and/or other recognition can be used to honor special events or individuals within the City of Yakima. This may include conventions, community celebrations, award ceremonies, college graduations, conferences, etc. Such greetings or other recognition may be made at the discretion of the Mayor. To request a greeting or other recognition, please send a request in writing to the City Manager's office with information about the event or recognition, and any other pertinent information which describes the reason for your request.