

City of Marco Island 	ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		SUBJECT: PROCLAMATION POLICY	
	NUMBER PER-21	REVISIONS 0	EFFECTIVE DATE: January 20, 2026	PAGES 2
	APPROVED BY: Casey Lucius, PhD, Interim City Manager			

PURPOSE

To provide a consistent policy and fair procedure for issuing proclamations to individuals or organizations.

POLICY AND PROCEDURES

Proclamations are official city related announcements and/or public declarations issued by the City Council to celebrate events or increase public awareness of noteworthy acts, and causes. They are ceremonial in nature and do not hold legislative value.

SUBJECT MATTER CRITERIA

Proclamations are signed by the Chairperson of the Council and issued for:

- Public campaigns designed to raise Marco Island citizens' awareness of issues pertinent to their community, physical safety, or well-being; or
- Days or months that have historical significance to Marco Island; or,
- Marco Island Civic celebrations; or,
- Special honors received by Marco Island Citizens or Civil Servants; or,
- Unique acts of public services or act of heroism performed by Marco Island Citizens or non-profit organizations impacting Marco Island residents; or,
- Significant events or anniversaries of major City of Marco Island based institutions.

Proclamations will not be issued for:

- Events or organizations with no direct relationship to the City of Marco Island or its residents; or,
- Commercial or for-profit purposes, such as publicizing/ naming a for-profit business, opening of a new business, provision of a service or product of a business; or,
- Any matters of political or social controversy, ideological or religious beliefs or individual convictions; or,
- Subject matter that may suggest an official City position on a matter under consideration; or,
- Deceased persons, birthdays, weddings, wedding anniversaries, family reunions; or,
- Individuals/groups/organization made by a requestor who has no affiliation with that individual or entity.

PROCESS FOR SUBMITTING A REQUEST

A request for a proclamation shall be made in writing to the City Clerk's Office at least 30 days prior to the date of the requested proclaimed dated, but no more than 3 months prior to the preferred date to allow for review and production.

Information required with requests:

- Contact information of requestor
- Background information on the event or organization
- Draft narrative of information for three or four “whereas” clauses
- The requested City Council meeting day for the proclamation.
- Names of recipients who will attend the Council meeting to receive the proclamation.

Submit requests to:

City of Marco Island City Clerk's Office

Joan Taylor, City Clerk

50 Bald Eagle Dr

Marco Island, FL 34145

Phone: 239-389-5010

Email: jtaylor@cityofmarcoisland.com

An organization does not have exclusive rights to the day, week or month for their proclamation.

Proclamation recipients must be able to attend the Council meeting to receive the proclamation.

Proclamations are not automatically renewed; requests must be made on an annual basis. Multiple requests by an organization in the same calendar year, or requests that are similar to proclamation previously issued, may not be honored.

REVIEW AND APPROVAL

The Chairperson of the City Council reserves the right to deny any request with or without cause and to make exceptions to these guidelines. If your request is denied, a written notice will be provided.

The City Clerk will review and may edit or rewrite the text provided. Staff will contact the requestor to confirm receipt of the request and to confirm the date when the proclamation will appear on the City Council agenda.

The Chairperson of the City Council and/or Council members may also propose a proclamation, subject to Council approval.

Approved proclamations will be presented by the Council Chairperson with Council members during the agenda item, “Proclamations and Presentations”. The identified recipients will be presented with the original proclamation at the meeting.