

Guidelines for Proclamations from the Office of the Mayor of Paola

Proclamations are provided by the Mayor's Office as a courtesy to Paola and Miami County residents. The goal of a proclamation is to honor and celebrate events or to increase awareness of significant issues of importance to Paola residents. These public service documents are strictly honorary and are not legally binding. All proclamations will be reviewed on a case-by-case basis. The Mayor's Office reserves the right to decline any request for a proclamation or to make exception to the following guidelines:

Policy

- Proclamations recognize a day, week, month or year. Proclamations are issued for one date only.
- Proclamations are issued for Kansas nonprofit organizations with preferably local, but at least regional, interest.
- The issuance of a proclamation does not constitute an endorsement by the Mayor.
- No proclamations may be used as part of an advertisement or commercial promotion without express permission from the Mayor's Office.
- Any draft language provided may be edited or rewritten at the discretion of the Mayor's Office.
- Only one official, signed copy of any proclamation can be issued per group.

Criteria

- Must be requested or endorsed by a Paola or Miami County resident. Out-of-County requests will be considered on an individual basis, however, out-of-state requests will be declined.
- May not be individualized or specialized. Proclamations are not issued in honor of people.

Making a request

- Requests must be submitted in writing. Requests can be mailed to the Paola City Clerk, P.O. Box 409, Paola, KS 66071. Be sure to include all contact information, including a mailing address and telephone number. The request can also be e-mailed to: cityhall@cityofpaola.com
- The written request must be accompanied by a draft of the proclamation.
- You are encouraged to submit your request 4-6 weeks in advance of your requested date. Requests will be accepted no more than three months in advance. If less than two weeks notice is given, the Mayor's Office reserves the right to decline.
- Must indicate your preference for presentation. (See details below).

Presentation Options

1. Presentation Ceremony: You may request to have the proclamation presented by the Mayor at a regular Paola City Council meeting. Subject to the Mayor's schedule, it may also be possible for the Mayor to present the proclamation at a community event.
2. Issuance of proclamation by mail: You may request to have your proclamation signed and mailed to your specified address.

If you have further questions, please contact the Paola City Clerk's Office at 913-259-3600.