

Town of Apex

Guidelines for Proclamations and Letters of Honor

General Information

- *Proclamations* are official announcements and/or public declarations issued by the Mayor. They are ceremonial in nature and DO NOT have any legislative value.
- *Letters of Honor* are ceremonial documents that recognize an individual's service or extraordinary achievement. They are ceremonial in nature and DO NOT have any legislative value.
- Issuance of a Proclamation or Letter of Honor is entirely within the discretion of the Mayor and Town Council and nothing in these guidelines is intended to abrogate that discretion.

Purpose

Proclamations and Letters of Honor may be issued for the following reasons:

- Recognition of action or service above and beyond the call of duty;
- Recognition of extraordinary achievement;
- Supporting actions that improve the quality of life of the Town of Apex; or
- Raising public awareness of issues that directly affect the Town of Apex.

Proclamations and Letters of Honor WILL NOT be issued for any of the following:

- Matters that would require taking sides on a political issue.
- Matters involving issues of personal conviction.
- Matters that involving any particular religion.
- Any other matters that tend to stir up controversy or unrest.
- Commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service, whether directly or indirectly related.

Format

Proclamations:

- Proclamations will typically be presented to the recipient at a regular Town Council meeting. They are prepared on 8 ½" x 11" paper and always include the following information:
 - *Whereas* clauses providing information describing the five W's (who, what, when, where, and why) regarding the proclamation;
 - A *Now, Therefore Be it Resolved* clause, proclaiming the specific event;
 - A date of execution, representing the date the document was signed by the Mayor and/or the date of the event being proclaimed;
 - The signature of the Mayor;
 - The town seal; and
 - Enclosure in a certificate holder.

Letters of Honor:

- Letters of Honor are prepared on the Mayor's letterhead. They include the following information:
 - Information supplied by the party requesting the Letter of Honor, including the five W's (who, what, when, where, and why) related to the letter; and
 - The Mayor's signature
 - Upon completion, Letters of Honor will be mailed to the recipient.

Receipt of Final Document

Individuals and organizations have several options for receiving finalized Proclamations and Letters of Honor:

- Finalized documents can be presented at an event sponsored by the individual or organization that requested the documents (Note: This option is subject to the availability of the Mayor or a Town Council Member).
- Finalized documents can be presented at a regularly scheduled Town Council meeting (Note: For agenda purposes, this option will require additional information from the party that requested the document).
- Finalized documents can be mailed to the recipient of the Proclamation or Letter of Honor, or they may be picked up from the Town Clerk's office.

Media Coverage

The individual/organization requesting a Proclamation or Letter of Honor will be responsible for any and all media coverage desired.

Request Process

- ALL applications for either a Proclamation or a Letter of Honor must be submitted at least twenty-one (21) days prior to the event.
- Individuals/organizations are strongly encouraged to file requests as early as possible.
- Applications received after the deadline will be prepared depending upon staff availability.
- To make a request, please send an email with "Request for Proclamation/Letter of Honor" in the subject line to donna.hosch@apexnc.org or mail the request to the Town of Apex, Attn: Town Clerk, P.O. Box 250, Apex, NC 27502.
- Requests may be made over the phone by calling the Town Clerk's office at (919)-249-3303. ALL phone requests MUST be followed up by a written request.
- Requests should include the following:
 - Contact information: name, telephone number and email of a person who can answer questions about the Proclamation/Letter of Honor.
 - Name of the person(s)/organization the Proclamation/Letter of Honor is about.
 - Proposed text for the Proclamation/Letter of Honor, including facts about the subject matter and enough information to make at least four points about the person(s)/organization being recognized (Note: The more information sent, the more personable the document will be).

- Date of presentation for the Proclamation (or date needed for Letter of Honor).
- Action to be taken when Proclamation/Letter of Honor is completed (Who should be contacted in order to pick up the document).

Following Receipt of Request

- The Town Clerk's office, on behalf of the Mayor, will contact the person requesting the Proclamation/Letter of Honor to notify them of the status of the request.
- Depending on official approval, the original Proclamation/Letter of Honor will be issued to the individual or organization at no cost.
- Any draft language submitted for Proclamations/Letters of Honor is subject to editing or revisions.