



City of Porterville
REQUEST FOR PROCLAMATION

Date of Request: _____

Name of Event/Individual: _____

i.e. "Porterville Tourism Week", "Mr. John Doe"

Name of Sponsoring Organization: _____

Name of Contact Person: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

I would like the proclamation: presented at a Council Mtg. mailed call for pick-up

Date(s) of Event: _____

Date of Council Meeting to be presented, if applicable: _____

(Council meets 1st and 3rd Tuesdays of each month.)

Individual or representative attending Council Meeting to receive proclamation:

Please attach a sample of your proclamation, or the pertinent information needed to formulate your proclamation. If assistance is needed, or if you need a sample provided, or to return this form, contact:

Office of City Clerk
291 North Main Street
Porterville, CA 93257
(559) 782-7464 / Fax (559) 782-7452

All requests require a sponsorship by a member of the Council prior to being placed on a City Council Agenda for consideration, and are subject to approval by a majority of the Council. To allow for this process it is recommended that you submit your proclamation request one month in advance. Please see the attached language regarding the process and timelines for submittal.

City Clerk's Section

Request Received: _____ Sponsored by: _____ Date: _____

Approved by Council: yes no Date: _____

Notification to Contact person done (date): _____ in writing by phone

Items (s) mailed _____ faxed _____ picked up _____

Comment: _____

Excerpt from the CITY COUNCIL PROCEDURAL HANDBOOK

F. Proclamation Approval Process

All Proclamations must be submitted at least 72 hours before noon on the Thursday before the next City Council Meeting to be considered for approval by the City Council. All received proclamations are to be scanned and emailed to all Council Members within one business day of being received. Each Council Member will have until noon on the Thursday before the next Council Meeting to contact the City Manager's Office to sponsor submitted proclamations. Proclamations receiving one sponsor will be placed on the next Council agenda as a Consent Calendar item. Those not receiving a sponsor will be disregarded. If multiple sponsors are received, the first Council Member to respond will be deemed the proclamation's sponsor. (*M.O. 13-100113, October 1, 2013.*)