



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE:	May 1, 2026
AGENDA ITEM:	Discussion and Consideration of Mayoral Proclamation Request Policy and Council Action as Needed
ACTION:	Motion

Background

The City regularly receives requests for both new and annually recurring proclamations recognizing days, weeks, or months of significance. These requests vary widely in topic and scope, and historically have been evaluated on a case-by-case basis.

As proclamation requests have increased in frequency, the Mayor’s Office and City staff identified the need for a formal policy to:

- Clarify eligibility and content criteria
- Establish a standardized request process and timeline
- Set expectations regarding Council meeting presentations
- Ensure proclamations align with City values and legal considerations

The proposed Mayoral Proclamation Request Policy establishes clear, consistent guidelines for requesting, reviewing, and issuing proclamations in the City of Tiffin. Adoption of this policy will help ensure proclamations reflect local significance, promote positive community values, and are managed efficiently given the volume of requests received.

The proposed policy provides clarity for requestors while preserving the Mayor’s discretion in issuing proclamations. It ensures consistency, transparency, and appropriate use of City resources, while reducing uncertainty regarding eligibility, scheduling, and presentation expectations.

Implementation of this policy is administrative in nature and does not limit the Mayor’s authority; rather, it establishes predictable standards for evaluation and communication.

Staff Recommendation

Staff recommends approval of the **City of Tiffin Mayoral Proclamation Request Policy** as presented.

ATTACHMENTS: Policy



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City of Tiffin, Iowa Mayoral Proclamation Request Policy

Purpose

A proclamation is an official announcement issued by the Mayor to recognize a day, week, or month that has significance to the Tiffin community. Proclamations are intended to honor, celebrate, or raise awareness of events, causes, or achievements that positively impact the community.

Eligibility & Criteria

The City receives many requests to present both new and annually recurring proclamations each and every month. As such, formal presentation of proclamations at City Council meetings is limited and the following guidelines have been established by the Mayor's office to ensure all requests can be appropriately considered and reviewed in advance.

To be considered, proclamation requests must meet the following:

- Have local significance to the Tiffin community
- Promote a positive message or community benefit
- Be requested by a Tiffin resident, organization, or group with a local connection
- Recognize a specific date, week, or month

Proclamations will **not** be issued for:

- Political campaigns or election-related matters
- Religious or ideological advocacy
- Commercial or for-profit promotion
- Matters that conflict with City policies or applicable laws

Issuance of a proclamation does not constitute endorsement by the City.

Request Process

To request a proclamation:

1. Submit a written request to the City Clerk's Office.
2. Include a draft proclamation (preferred format includes "Whereas" statements)
3. Provide the following:
 - Name of organization or individual being recognized
 - Requested proclamation date
 - Contact information
 - Name of representative (if attending a Council meeting)
4. Submit requests at least 30 days in advance of the desired date
 - Requests are reviewed by City staff and approved at the Mayor's discretion
 - The City reserves the right to edit submitted language for clarity, format, and appropriateness
 - Proclamations must be requested each year (they are not automatically renewed)

City of Tiffin - Mayoral Proclamation Request Policy

Content Guidelines

Proclamations should:

- Be inclusive and respectful of the community's diversity
- Focus on education, awareness, or recognition
- Avoid controversial or divisive topics
- Reflect values that align with the City's mission and community standards

Presentation at City Council Meetings

Proclamation requests are reviewed by City staff and the Mayor. The City will notify the requestor regarding if and when a proclamation will be issued and whether a presentation at a City Council meeting is available.

If scheduled for presentation, the requesting organization or individual is encouraged to attend the meeting to receive the proclamation from the Mayor. A representative may be invited to offer brief remarks (2–3 minutes).

Guidelines for Receiving a Proclamation at a Council Meeting

- Proclamations are typically presented near the beginning of the meeting. Attendees are encouraged to arrive a few minutes early.
- If you or someone in your group requires accommodations, please notify City staff in advance so arrangements can be made.
- The Mayor may read all or a portion of the proclamation. Representatives will be invited forward to accept it and may bring others with them.
- Representatives should briefly introduce themselves and others present, including names, titles, and organization.
- If invited, representatives may provide brief comments (approximately 2–3 minutes).
- After the presentation, attendees are welcome to remain for the meeting or depart at their convenience.

Additional Information

The City receives numerous requests and cannot guarantee approval or presentation timing. Approved proclamations may be included in City Council agendas, minutes, or other official records

Contact

City Clerk's Office
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