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RESOLUTION R-2024-064

Adopting a Policy and Procedures for Requesting a Proclamation/Key to the City

WHEREAS, on June 18, 2024, the Administrative Policy Committee endorsed a Policy and Procedures for Requesting a Proclamation/Key to the City; and, NOW THEREFORE,

BE IT RESOLVED this 17th day of September, 2024, that the Mayor and City Council of the City of Columbia, South Carolina hereby adopt Resolution No.: R-2024-064 to adopt as official the City of Columbia Policy and Procedures for Requesting a Proclamation/Key to the City hereto. This policy replaces and supersedes all previous policies and procedures for requesting a proclamation/key to the City of the City or its departments.

Requested by:

Councilman McDowell

Mayor

Approved by:

City Manager

Approved as to form:

City Attorney

ATTEST:

City Clerk

Introduced: 09/17/2024

Final Reading: 09/17/2024

Last revised: 9/17/2024
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POLICY AND PROCEDURES FOR REQUESTING A PROCLAMATION/KEY TO THE CITY

The City of Columbia desires to adopt a policy to prescribe guidelines and procedures for the scheduling and management of Proclamations/Keys to the City. This policy applies to any person, employee, or organization requesting a City of Columbia Proclamation or Key to the City.

Proclamations

The City of Columbia will issue Proclamations to recognize or increase awareness of an event, person, group, issue, achievement, or any other occasion within the City of Columbia or surrounding areas.

Keys to the City

The Key to the City is the highest honor and a rare distinction bestowed by the City of Columbia to a distinguished person or organization symbolizing outstanding civic contributions or other significant accomplishments.

General Guidelines

All requests for Proclamations/Keys to the City must be made in writing to the City of Columbia. Applications for Proclamations/Keys to the City will not be accepted more than six months before the proposed date of recognition and no later than 30 days before the proposed date of recognition. The requestor must draft and provide the language to the City of Columbia. A sample Proclamation will be provided to use as a guide. Any draft language is subject to edits and revisions by the City without notice.

Anyone requesting a Proclamation for an annual event must provide a new request form along with all required information each year. Proclamations are not automatically renewed and will be evaluated on a case-by-case basis.

The Mayor and Columbia City Councilmembers will make the final decision on whether a Proclamation/Key to the City will be issued. If a Proclamation/Key to the City is not approved, a congratulatory letter will be offered.

Proclamations/Keys to the City will **NOT** be issued for:

- Campaigns or events contrary to City of Columbia policies, vision, or values.
- Pending ballot or legislative issues.
- An advertisement, endorsement, or commercial promotion.
- Ideological, political or religious beliefs.
- Similar subject matters (for example, "Month of the Young Child" and "Child Abuse Prevention Month") or for the same organization. It is preferred that these be consolidated.

External Requests must be made in writing to the Mayor's Office no later than 30 days prior to the event and must be accompanied by the Ceremonial Document Request Form.

Internal Requests must be made in writing to the Public Relations, Media and Marketing Department no later than 30 days prior to the event and must be accompanied by the Public Relations, Media and Marketing Project Request Form. Completed forms should be sent to PIO@columbiasc.gov.

CITY OF Columbia

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All requests must include the following information:

- Contact person's first and last name, address, telephone number, and email address.
- The name and date of the day, week, or month to be proclaimed.
- A brief summary and/or background of the event, organization, or person to be honored.
- Draft text for the Proclamation including 4 - 6 "whereas" clauses.
- An indication of whether the Proclamation/Key to the City is to be mailed, picked-up, or if the requestor wishes to have this presented at a City Council Meeting.
- A proposed date for the presentation of the Proclamation/Key to the City.

General Procedures

- The Public Relations, Media and Marketing Department will finalize the text and final production of the Proclamation.
- The requestor must approve the Proclamation before it is finalized.
- For external Proclamation requests being presented at a City Council Meeting, the Legislative Office or the Public Relations, Media and Marketing Department will coordinate scheduling with the City Clerk's Office.
- For internal Proclamation requests being presented at a City Council Meeting, the department will coordinate scheduling with the City Clerk's Office.
- Once finalized, the requestor is responsible for delivering the framed Proclamation to the City Clerk's Office, 1737 Main Street, Room 32, Columbia, SC 29201 at least one week prior to the scheduled City Council Meeting.
- For Proclamations/Keys to the City being presented outside of a City Council meeting, the Legislative Office will contact the requestor to coordinate the event location, date, and time for the presentation. The honoree shall attend the event for presentation of the Key to the City by the Mayor, a City Councilmember or designee.
- All approved Proclamations/Keys to the City will be tracked by the Legislative Office