



THE CITY OF  
**DUBUQUE**  
*Masterpiece on the Mississippi*

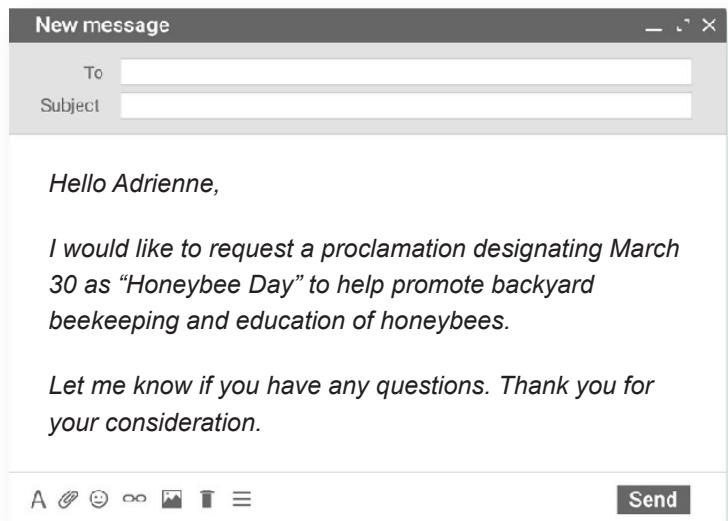
# PROCLAMATION GUIDELINES

A proclamation is an official announcement issued by the Mayor in recognition of an initiative, milestone, cause, or individual who has made communitywide contributions. Proclamation requests should have a clear connection to the city of Dubuque. Proclamations are usually presented at a regular City Council meeting. The City of Dubuque generally refrains from presenting personal proclamations for individuals, businesses, and for-profit events at City Council meetings, however these types of proclamations may be requested without presentation and by signature of the Mayor only. [Learn more ▾](#)

# REQUESTING A PROCLAMATION

- Proclamation requests must be submitted to City Clerk Adrienne Breitfelder (abreitfe@cityofdubuque.org) or to Mayor Brad Cavanagh (bcavanagh@cityofdubuque.org). The deadline to submit proclamation requests is one week before the preferred issue date. Requests must include the title of the proclamation and a one to two sentence summary of the proclamation.

- Proclamations that occur annually must be resubmitted each year.
- Proclamations are approved at the Mayor's discretion.
- For proclamations approved for City Council meetings, it is expected that a representative will attend a City Council meeting to accept the proclamation. City Council meetings occur on the first and third Monday of every month at 6:30 p.m. in the second floor City Council Chambers of the Historic Federal Building, 350 W. 6th St.



## PROCLAMATION CONTENT

- After a proclamation request has been approved by the Mayor, the City Clerk will provide the city's proclamation template for completion.
- The entire proclamation, including Mayor and City Clerk signature, must fit on one page.
- The City Clerk respectfully reserves the right to modify proclamation content.
- The completed proclamation template must be submitted to the City Clerk no later than the Wednesday before the preferred issue date.

# ISSUING & ACCEPTING A PROCLAMATION

- A maximum of three copies of a proclamation may be issued upon request. If more than three copies are preferred, then the City Clerk will create an electronic copy of the proclamation and provide it via email.
- For proclamations approved for signature only, the signed proclamation may be mailed or picked up at the City Clerk's Office in City Hall. The City Clerk will notify the requester when the signed proclamation will be mailed or available for pickup.
- For proclamations that will be issued at a City Council meeting, the representative scheduled to attend the meeting may view the agenda to verify when proclamations are scheduled to be presented for that meeting. The official City Council meeting agenda will be published the Friday before the meeting at [www.cityofdubuque.org/agendas](http://www.cityofdubuque.org/agendas).
  - **Accepting the Proclamation at a City Council Meeting:**
    1. During the Proclamations section of the City Council meeting, the title of the proclamation will be announced, and the Mayor will ask if anyone is present in Council Chambers to accept the proclamation.
    2. At that time, the representative should approach the podium at the front of Council Chambers.
    3. State your name and briefly comment on the proclamation.
    4. The Mayor will then read the proclamation and sign it. You can remain at the podium when the Mayor reads the proclamation.
    5. You may approach the dais to receive the proclamation from the Mayor.



To view an example, scan the QR code or click the link below.



[EXAMPLE OF ACCEPTING A PROCLAMATION](#)

- Representatives are not required to remain in Council Chambers for the entire council meeting and are welcome to leave the meeting after the proclamation has been issued.