

City of San José, California

COUNCIL POLICY

TITLE PROCLAMATION OF SPECIAL DAYS	PAGE 1 of 2	POLICY NUMBER 0-9
EFFECTIVE DATE May 30, 1978	REVISED DATE May 15, 1979	
APPROVED BY COUNCIL ACTION		May 15, 1979

BACKGROUND

The public needs to know what office to contact, the criteria to be met, and the procedure to follow regarding the designation of special days or other periods of time.

PURPOSE

The purpose of this policy is to identify the authority, criteria and procedure for designating special days or periods of time.

POLICY

It is the policy of the City of San José that proclamation of certain days or periods of time as special days or periods of time shall be made at the sole discretion of the Mayor in accordance with criteria specified below:

1. The primary purpose of a proclamation is to give special recognition to issues, actions, and/or programs of value to the citizens of San José.
2. The proclaimed item must have civic, cultural, social, philosophical, philanthropic, or educational value.
3. The essence of the proclamation must not:
 - A. Dehumanize, degrade, or ridicule any individual or segment of humanity.
 - B. Advocate the violent overthrow of any of the levels of U.S. government.
 - C. Be of a partisan political nature.
4. The group or individual receiving the proclamation must not have a philosophy that:
 - A. Dehumanizes, degrades, or ridicules any segment of humanity.
 - B. Advocates the violent overthrow of any of the levels of U.S. government.
 - C. Is strictly political in nature.
5. The proclamation must be in keeping with the U.S. Constitution, the California State Constitution, the San José Municipal Code, and the various laws passed pursuant to those instruments.

PROCEDURE

Individuals or groups interested in having certain days or periods of time proclaimed by the City as special days or periods of time must submit such requests in writing to the Mayor's office at least twenty-one (21) days prior to the day or beginning of the time period for which they seek such recognition. Such requests must include a draft of the proclamation the individual or group wishes to be issued.

Requests should specify:

1. Reasons why recognition of such days or periods of time should be granted,
2. Any historical information that will aid the Mayor in arriving at a decision,

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3. An estimate of the number of residents of San José that belong to the group or groups which would be honored by such a proclamation,
4. Notable qualities or characteristics of the group or groups which would be honored by such a proclamation, and
5. Other information pertinent to the request.

Proclamations will be titled "Mayor's Proclamation" and will not be given file numbers by the City Clerk as such proclamations will not be part of City Council action.

Council members and the Administration will be notified once a month of the proclamations issued by the Mayor during that period of time by distribution of copies of such proclamations.