



Town of Duck Guidelines for Resolutions and Proclamations

Issuance of Resolutions and Proclamations is entirely at the discretion of the Mayor and Town Council and nothing in these guidelines is intended to nullify that discretion.

General Information

- **Resolutions** state the opinion or feeling of the Town Council and are used to dictate policy to Town employees, congratulate an organization or a person, express sorrow at the death of a well-known person or urge another governmental body, such as the U.S. Congress, to take a desired action.
- **Proclamations** are official announcements and/or public declarations issued by the Mayor. They are ceremonial in nature and DO NOT have any legislative value.

Resolutions

Resolutions may be issued for the following reasons:

- Recognition of action or service above and beyond the call of duty.
- Recognition of extraordinary achievement.
- Supporting actions that improve the quality of life of the Town of Duck.
- Raising public awareness of issues that directly affect the Town of Duck.
- Resolutions that hold local, state or national significance or serve an educational purpose for a significant number of Duck citizens.
- Recognition of individuals or groups who have made significant contributions to the Duck community
- Commendation for heroism, Boy/Eagle Scout achievement, school/sports groups achievements, and the efforts of non-profit organizations.
- Appreciation for monetary donations, in-kind contributions, cultural contributions and volunteer efforts.

Resolutions WILL NOT be issued for any of the following:

- Matters that would require taking sides on a political issue.
- Matters involving issues of personal conviction.
- Matters that involve any particular religion.
- Any other matters that tend to stir up controversy or unrest.
- Commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service.

Other Considerations:

- Multiple requests from the same organization may not be honored in the same calendar

year.

- Requests that are similar to resolutions that have already been issued may be denied.

Proclamations

Proclamations may be issued for the following reasons:

- Recognition of extraordinary achievement.
- Supporting actions that improve the quality of life of the Town of Duck.
- Raising public awareness of issues that directly affect the Town of Duck.
- Appreciation for monetary donations, in-kind contributions, cultural contributions and volunteer efforts.
- Proclamations must hold statewide significance or serve an educational purpose for a significant number of Duck citizens.
- Proclamations may recognize a day, week or month.
- Proclamations for the benefit of specific for-profit organizations, policy organizations, businesses or individuals will not be issued.
- Proclamations for anniversaries, weddings, birthdays or retirements will not normally be issued except in extraordinary circumstances such as a 100th birthday or 75th anniversary.

Proclamations WILL NOT be issued for any of the following:

- Matters that would require taking sides on a political issue.
- Matters involving issues of personal conviction.
- Matters that involve any particular religion.
- Any other matters that tend to stir up controversy or unrest.
- Commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service.

Other Considerations:

- Requests must be made on an annual basis. Proclamations will not be automatically renewed.
- Multiple requests from the same organization may not be honored in the same calendar year.
- Requests that are similar to proclamations that have already been issued may be denied.

Format

Resolutions:

- Resolutions are prepared using the Town's legal resolution format and are sequentially numbered. They include the following information:
 - Information supplied by the party requesting Resolution or developed by staff including the reason for the Resolution (stated in "Whereas" clauses), and the desired course of action as a result of the resolution.
 - The Mayor's signature, Town Clerk attestation, and Town seal.
 - Upon completion, Resolutions will be mailed and/or e-mailed (per direction of requestor) to the recipient and/or the party to whom it is directed.

Proclamations:

- Proclamations will typically be presented to the recipient at a regular Town Council meeting. They are prepared on 8½" x 11" paper and always include the following:
 - *Whereas* clauses providing information describing the five W's (who, what, when, where, and why) regarding the proclamation;
 - *A Now, Therefore Be it Resolved* clause, proclaiming the specific event;
 - A date of execution, representing the date the document was signed by the Mayor and/or the date of the event being proclaimed;
 - The signature of the Mayor;
 - The town seal; and
 - Enclosure in a certificate holder.

Receipt of Final Document

Individuals and organizations have several options for receiving finalized Resolutions and Proclamations:

- Finalized documents can be presented at an event sponsored by the individual or organization that requested the documents (Note: This option is subject to the availability of the Mayor or a Town Council Member).
- Finalized documents can be presented at a regularly scheduled Town Council meeting (Note: For agenda purposes, this option may require additional information from the party that requested the document).
- Finalized documents can be mailed and/or e-mailed (per direction from requestor) to the recipient of the Resolution or Proclamation, or they may be picked up from the Town Clerk's office.

Media Coverage

The individual/organization requesting a Resolution or Proclamation will be responsible for any and all media coverage desired.

Request Process

- ALL applications for either a Resolution or Proclamation must be submitted at least twenty-one (21) days prior to the event.
- Individuals/organizations are strongly encouraged to file requests as early as possible.
- Applications received after the deadline will be prepared depending upon staff availability.
- To make a request, please complete the appropriate form located at:
 - [Resolution Application](#)
 - [Proclamation Application](#)
- Requests may be made over the phone by calling the Town Clerk at (252) 254-5956. ALL phone requests MUST be followed up by completion of the form.
- Requests should include the following:
 - Contact information: name, telephone number and email of a person who can answer questions about the Resolution/Proclamation.
 - Name of the person(s)/organization the Resolution/Proclamation is about.
 - Proposed text for the Resolution/Proclamation, including facts about the subject matter and enough information to make at least four points about the person(s)/organization being recognized (Note: The more information sent, the more personable the document will be).
 - Date of presentation for the Resolution or Proclamation.
 - Action to be taken when Resolution/Proclamation is completed (Who should be contacted in order to pick up the document).

Following Receipt of Request

- The Town Clerk, on behalf of the Mayor, will contact the person requesting the Proclamation/Resolution to notify them of the status of the request.
- Depending on official approval, the original Resolution/Proclamation will be issued to the individual or organization at no cost.
- Any draft language submitted for Resolution/Proclamation is subject to editing or revisions.



Resolution Information

Required fields are marked by an asterisk (*).

*Name: _____

*Phone (day): _____

Phone (evening/cell): _____

Address: _____

Email Address: _____

Unless advised otherwise, all contact regarding this request will be to the above-listed person.

*Title of Resolution: _____

*Date Resolution is Needed: _____

*Purpose of the Resolution (draft language and/or background of the person, event or organization):

INTERNAL USE ONLY. DO NOT WRITE BELOW THIS LINE.

Approved

Not Approved

Approved By: _____

Date Request Received: _____ Date to be Introduced: _____

Presentation: _____

Please forward completed form to the Town Clerk
Town of Duck Town Hall | 1200 Duck Road | Duck, NC 27949
Phone: 252-255-1234

Email: lackerman@townofduck.com



Proclamation Information

Required fields are marked by an asterisk (*).

*Name: _____

*Phone (day): _____

Phone (evening/cell): _____

Address: _____

Email Address: _____

Unless advised otherwise, all contact regarding this request will be to the above-listed person.

*Title of Proclamation: _____

*Date Proclamation is needed: _____

*Purpose of the Proclamation (draft language and/or background of the person, event or organization):

INTERNAL USE ONLY. DO NOT WRITE BELOW THIS LINE.

Approved

Not Approved

Approved By: _____

Date Request Received: _____ Date to be Introduced: _____

Presentation: _____

Please forward completed form to the Town Clerk
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