Mayoral Proclamation Guidelines

The Mayor issues proclamations in the City of Stoughton pursuant to the following guidelines:

Recipients.

Individual recipients must currently or have previously resided in, or been involved with, the City of Stoughton. Organizational recipients must be located in or have made a substantial contribution to the City or have a substantial number of Stoughton resident members or employees.

Purpose.

The Mayor reserves the right to issue or not issue a proclamation for any reason or any occasion; however, the Mayor will typically issue a proclamation for:

- Cultural, social or historic event with significance to the City of Stoughton
- Extraordinary achievements by a community member or organization
- Significant contributions to the City of Stoughton by a community member or organization
- Organizational milestone anniversaries of 10 years or more
- Retirement of an individual who has made a significant contribution either to the City of Stoughton or to a nonprofit, religious or community organization
- Milestone birthdays of 75 years or more
- Lifetime recognition of people with terminal illnesses
- Posthumous recognitions

Form of Proclamation.

Original signed proclamations will be provided to the requesting party. With adequate time, a proclamation will be mailed; otherwise, the requesting party must pick-up the proclamation at City Hall. On rare occasions, the Mayor will read the proclamation at the event or during a monthly Common Council meeting.

Requests.

A request for a proclamation must be submitted in writing and received at City Hall at least three weeks in advance of the applicable date. The Mayor may waive the three-week requirement (e.g., if the recipient is in grave physical condition). The request should include:

- Background information about the person or organization, suggested language (although the Mayor will put it in his preferred language) and event details
- Date to be proclaimed
- Date proclamation is needed
- Contact person

Send requests: http://speak.cityofstoughton.com

OR

By mail:

City of Stoughton

Attn: Mayor's Office/Proclamations

207 S. Forrest St.

Stoughton, WI 53589