



HON. JOANNE  
CUNNINGHAM  
CHAIRWOMAN

**ALBANY COUNTY LEGISLATURE**  
HAROLD L. JOYCE ALBANY COUNTY OFFICE BUILDING  
112 STATE STREET, ROOM 710  
ALBANY, NEW YORK 12207  
PHONE: (518) 447-7168 | FAX: (518) 447-5683  
WWW.ALBANYCOUNTY.COM

NECOLE M. CHAMBERS  
CLERK

PAUL T. DEVANE  
FIRST DEPUTY CLERK

HON. WANDA WILLINGHAM  
DEPUTY CHAIRWOMAN

### **Albany County Legislature Proclamation Policy**

#### **Definitions:**

A proclamation is an act of proclaiming or declaring commemoration of an event or cause, recognizing extraordinary achievements of local citizens and non-profit organizations, honoring occasions of importance and significance, and/or increasing public awareness on issues pertaining to the residents of Albany County.

A proclamation is not-legally binding and should not be interpreted as a policy endorsement.

A proclamation is strictly honorary and ceremonial.

#### **Guidelines:**

Proclamations are generally issued for the following purposes:

- Memorializing special events, including national days of celebration such as a day, a week, a month (i.e. World Alzheimer's Day, Reye's Syndrome Awareness Week, Black History Month), recognition or mourning;
- Memorializing local, state, national and international cultural and historical occasions;
- Proclamations must hold a county-wide significance or serve an educational purpose for the residents of Albany County;
- Recognizing local business anniversaries;
- Recognizing achievement of high rank (i.e. Eagle Scout) or success within a local non-profit organization, or school-related activity such as athletics, music, academics, etc.;
- Honoring local non-profit service groups or businesses for their work in the community;
- Recognizing individuals for their outstanding contribution to the community.

Proclamations will generally **not** be issued for the following purposes:

- Groups or individuals Located or residing primarily outside of Albany County;
- Events or activities that are not relevant to Albany County and its residents;
- Controversial or polarizing issues, ideological or religious beliefs;
- National or international groups requesting a proclamation;
- Urging another elected official or system of government to act on an issue or legislation.

#### **Procedure:**

All member requests for proclamations issued by the Albany County Legislature must be submitted in writing *at least two weeks in advance* of the event. Submission of a proclamation request does not guarantee its issuance. The Chair may make the final decision to modify or deny any proclamation requests, except where such request has 26 signatories. Notwithstanding the above, proclamations will not be issued unless there are more than 5 legislator signatories.

**Request must contain the following information:**

- The name of person/organization;
- Date to be presented;
- Date needed;
- Date and location of the event or presentation;
- A brief summary and/or background of the event, organization or person;
- An indication whether the proclamation should be sent to the entire legislative body or specific legislators.

All requests must be sent to the Office of the Chair.

Proclamations will be distributed to members of the Legislature by the Office of Chair and returned to the sponsor by close of business on the first Friday after its submission.

Requests to sign onto proclamations will be sent to the members of the Legislature via email.

To request a hard copy of a proclamation, contact the Office of the Chair.

Once a proclamation is finalized and sealed, amendments thereafter will not be accepted.

**Validity:**

For a proclamation to be valid it has to conform to the following criteria:

- It must include the Albany County Legislature seal;
- It must be filed and received by the Clerk of the Legislature.

An invalid proclamation shall not be posted on social media and/or distributed to the public.

In addition to official proclamations of the Legislature, Members of the Legislature continue to have the ability to issue statements and proclamations under their own names or letterhead, as do the individual caucuses of the Legislature.

**Questions:**

Please contact Office of the Chair for any questions and for assistance in completing a proclamation.