



Town of Sudbury

Select Board

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CITATIONS AND PROCLAMATIONS

(Adopted 1/5/16)

- A. Citations – Any member of the Board of Selectmen shall have a citation issued as a congratulatory message to any person or business in Sudbury upon request to the support staff. Citations will be signed by the member requesting the citation or by the Chairman upon request of the member.
- B. Proclamations may be made on behalf of the Town of Sudbury by majority vote of the board of Selectman in accordance with the following guidelines:
- a. Proclamations are ceremonial documents signed by the Board of Selectmen and issued for:
 - i. Public awareness
 - ii. Charitable fundraising campaigns
 - iii. Arts and cultural celebrations
 - iv. Special honors
 - b. Proclamations will not be issued for:
 - i. Matters of political controversy, ideological or religious beliefs, or individual conviction
 - ii. Events or organizations with no direct relationship to the Town of Sudbury
 - c. The Board of Selectmen reserves the right to modify or deny any proclamation request. More than one cause can be proclaimed simultaneously. A person/organization does not have exclusive rights to the day, week or month of their proclamation. A citation is an alternative where proclamation criteria are not met.
 - d. Who can make a proclamation request?
 - i. Request must be made by a Town of Sudbury resident to the Office of the Board of Selectmen.
 - e. How should a proclamation request be made?

- i. All requests must be made in writing. Requests can be mailed, faxed, or hand-delivered or e-mailed. If mailed or faxed, please call to verify receipt by our office.
 - ii. Requests should be made at least thirty days in advance of the date the document is needed. Exceptions to this rule may be made as required.
- f. What must the request include?
- i. Contact person's first and last name, address, and telephone number
 - ii. A brief summary and/or background of the event or organization
 - iii. The name and date(s) of the day, week, month, or event to be proclaimed
 - iv. Draft text for the proclamation, including 4-6 "whereas" clauses
 - v. An indication of whether the proclamation should be mailed or will be picked up and the date
 - vi. A date when the proclamation is needed (should be at least 45 days after the date of the request.)