

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**

Resolution or Ordinance (Blue)     Waiver of First Requested  
 Recommendations of Boards, Commissions & Committees (Green)  
 Other Business (Pink)

**TO :** PRESIDENT AND BOARD OF TRUSTEES

**FROM:** Scott Niehaus, Village Manager

**DATE :** May 10, 2023                    **(BOT) Date:** May 18, 2023

**SUBJECT:** Proclamation of Certificate Request Policy

**SUBMITTED BY:** Stephanie Calvillo, Communications Coordinator

**BACKGROUND/POLICY IMPLICATIONS:**

Attached please find a recommendation from the Community Relations Committee to approve the Proclamation or Certificate Policy which establishes guidelines for the issuance of ceremonial proclamations and certificates issued by the Village of Lombard.

Review (as necessary):

Finance Director \_\_\_\_\_ Date \_\_\_\_\_

Village Manager \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the agenda distribution.



# 210194

**MEMORANDUM**

**TO:** Village President and Board of Trustees  
**FROM:** Stephanie Calvillo  
Communications and Marketing Coordinator  
**DATE:** May 9, 2023  
**SUBJECT:** Proclamation or Certificate Request Policy

Attached is Village Board Policy 5.L. Proclamation or Certificate Request Policy for your review and consideration. The purpose of this policy is to establish clear guidelines for the issuance of ceremonial proclamations and certificates by the Village of Lombard. It is important to note that these documents hold purely honorary significance and carry no legislative or legal value, nor do they represent an endorsement by the Village of Lombard.

The Community Relations Committee reviewed and approved the policy during their meeting on June 14, 2021. Regrettably, an oversight occurred, and the policy was not forwarded to the board for review following the committee's meeting. Therefore, I recommend that the attached Proclamation or Certificate Request Policy be approved at this time.

Please place this item on the Board of Trustees consent agenda for May 18, 2023, and feel free to contact me should you have any questions or concerns.



## Village of Lombard

### Village Board Policy Memorandum

**Subject: Proclamation or  
Certificate Request Policy**

**Section: 5.L.  
Department: VMO  
Date: May 18, 2023**

#### **I. Purpose**

The purpose of this policy is to establish guidelines for the issuance of ceremonial proclamations and certificates by the Village of Lombard. These documents are strictly honorary and do not carry any legislative or legal value, nor do they constitute an endorsement by the Village of Lombard. The issuance of proclamations and certificates aims to recognize and celebrate significant achievements, milestones, and events within the Village of Lombard. This policy outlines the procedures and guidelines for requesting and approving proclamations and certificates and clarifies the limitations and restrictions associated with their issuance.

#### **II. Procedures/Guidelines**

##### **A. Eligibility Criteria for Proclamation or Certificate Requests**

Proclamations or certificates may be issued for the following purposes:

1. Arts and cultural celebrations taking place within the Village of Lombard.
2. A Lombard resident celebrating a 100<sup>th</sup> birthday.
3. A Lombard-based charity group or not-for-profit organization that has accomplished a milestone achievement.
4. Special honors determined by the Lombard Village President.
5. A Lombard resident or Lombard-based not-for-profit group may submit a request regarding a local recognition of a nationally established Commemorative Observance, as defined by the Library of Congress (<https://www.loc.gov/law/help/commemorative-observations/index.php>).

##### **B. Rules for Submission and Limitations**

The following rules and limitations apply to proclamation or certificate requests:

1. Forms must be submitted a minimum of four weeks in advance of the date needed.
2. Requests must be submitted using the electronic form provided. Phone, fax, email, or mail requests will not be honored.
3. Requests must be made by a Lombard resident or Lombard-based organizations.

4. Requests may be made by seated elected officials that directly represent Lombard; however, requests within four weeks of an upcoming election in which the official is running will not be granted.
5. All requests will be reviewed on a case-by-case basis.
6. Only one proclamation per topic and/or organization will be issued annually.
7. In cases where the criteria for a proclamation are not met, a certificate of recognition or congratulatory letter may be provided as an alternative.
8. Proclamations or certificates will *not* be issued for the following:
  - a. For-profit businesses, as an advertisement or commercial promotion.
  - b. Matters of political or religious nature.
  - c. Events or organizations with no direct relationship to the Village of Lombard.
  - d. Campaigns or events contrary to city policies.

The Village reserves the right to approve or decline any proclamation request. The drafted material for the proclamation may be edited for final wording by the Village of Lombard.

#### C. Delivery of Proclamations and Certificates

Once approved, proclamations and certificates will be delivered directly to the requester. It is important to note that approval of a proclamation request does not guarantee a public ceremony.

#### E. Review and Amendments

This policy will be reviewed on a periodic basis, and amendments may be made as necessary to ensure its effectiveness and compliance with the Village's objectives and regulations.

#### IV. Legislation/Documentation

None.