

# City of Bishopville — Office of the Mayor

## Policy on Proclamations and Mayoral Recognitions

The Office of the Mayor of Bishopville is honored to recognize individuals, groups, and organizations who have made meaningful contributions to our community or to highlight causes and observances of local, state, or national significance. The information below outlines the process and criteria for proclamations and other recognitions issued by the Mayor.

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### 1. Proclamations

Proclamations are ceremonial documents issued by the Mayor to honor individuals, organizations, or events, or to designate recognition for specific days, weeks, or months of awareness. Examples include:

- Significant milestones (e.g., 100th birthdays, 50th wedding anniversaries)
  - Community awareness and recognition months (e.g., Domestic Violence Awareness Month, Black History Month, etc.)
  - Achievements or special contributions made by Bishopville residents or organizations
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### 3. Key to the City

The Key to the City is the highest civilian honor. It is awarded by the Mayor to individuals who have made a lifelong or extraordinary impact on the City and its citizens. This honor is intended to recognize exceptional service, dedication, or achievement that reflects the spirit and values of Bishopville. It is intended to be given out rarely by past, present, and future Mayors to protect the significance of the honor.

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### How to Request a Proclamation or Key to The City:

To request a Proclamation or to submit a nomination or suggestion for a Key to the City, please email your request to [bishopvillemayor@gmail.com](mailto:bishopvillemayor@gmail.com) or [jalesha.davis@cityofbishopville.org](mailto:jalesha.davis@cityofbishopville.org). Submissions must include the requester's full name and contact information, along with the name of the individual or event to be honored and all relevant details to be included.

Proclamation requests must be submitted at least two (2) weeks in advance of the requested date.

Keys to the City are rarely awarded and are reserved for individuals who have made extraordinary and lasting contributions to the City of Bishopville. Submission of a nomination or suggestion does not guarantee consideration or issuance of this honor.

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#### **4. City Council Resolutions**

In addition to the mayoral recognitions, the Bishopville City Council issues resolutions—formal statements of the full body in recognition or support on behalf of the entire Council. These are also a great way to honor individuals, organizations, or events, or to designate recognition for specific things.

##### **How to Request a Resolution:**

Requests for resolutions should be emailed to the Assistant Administrator (Brittany Hyman) at [brittany.hyman@cityofbishopville.org](mailto:brittany.hyman@cityofbishopville.org) or the Municipal Clerk (Jalesha Davis) at [jalesha.davis@cityofbishopville.org](mailto:jalesha.davis@cityofbishopville.org). They will review the request with the Administrator and, if appropriate, place it on a future City Council agenda for discussion and consideration of the full City Council.

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#### **General notes regarding Proclamations and Keys to the City**

- These recognitions are ceremonial and honorary and do not carry any legal or monetary value.
- Submit Proclamation requests at least two weeks in advance of the date it is needed.
- The Office of the Mayor reserves the right to approve or decline any request that does not align with the authority of the Mayor, the city's mission/values, or scheduling capacity.