

**TOWNSHIP OF BYRAM
CEREMONIAL GUIDELINES FOR
PROCLAMATIONS, LETTERS OF HONOR**

General Information

Proclamations are official announcements and/or public declarations issued by the Mayor and/or Township Council. They are ceremonial in nature and do not have any legislative value.

Letters of Honor are ceremonial documents that recognize an individual's service or extraordinary achievement. They do not have any legislative value.

Purpose

These ceremonial declarations are issued for the following reasons:

1. Recognition of action or service above and beyond the call of duty;
2. Recognition of extraordinary achievement;
3. Supporting actions that improve the quality of life of the Byram community; or
4. Raise public awareness of issues that directly affect the Byram community.

Format

Proclamation

Prepared on 8 ½ x 11 paper and always includes the following:

- *Whereas* clauses providing information that basically describe the five W's (who, what, when, where and why)
- A *Now, Therefore Be it Resolved* clause proclaiming a specific event
- An execution date representing the date the Mayor signed the document or the date of the event
- Signature of the Mayor
- Town Seal
- Be enclosed in a certificate holder

Letters of Honor

Prepared on Town letterhead and includes information supplied by the requester containing the five W's (who, what, when, where and why) and will be signed by the Mayor.

Request Process

An application form (see attached) for a Proclamation or Letter of Honor must be submitted to the Town Clerk's Office at least fourteen (14) calendar days prior to the event. Individuals/organizations are encouraged to file their request as early as possible. Applications received after the deadline will be prepared based upon staff availability. Requestors will be advised when issuance cannot occur by the event date.

The Town Manager will initially review all applications and forward to the Mayor and Council for final approval. Written notice will be provided for all requests that are denied with a brief explanation.

Receipt of Final Document

Individuals/organizations have several options for receiving the finalized document:

1. Presentation can occur at an event sponsored by the individual/organization subject to availability of the Mayor or a Councilmember.
2. Presentation can occur at a regularly scheduled Council Meeting which will require additional information for agenda purposes.
3. Presentation can be received at Town Hall.
4. Presentation can be picked up from the Town Clerk's Office.

Media Coverage

The individual/organization requesting a proclamation or letter of honor will arrange for any and all media coverage.

Contact Information

Mailing Address:

Township of Byram
10 Mansfield Drive
Byram Township, NJ 07874
Attn: Township Clerk

Telephone: 973-347-2500
Fax: 973-347-0502

TOWNSHIP OF BYRAM PROCLAMATION OR LETTER OF HONOR APPLICATION FORM

Return completed form to the Town Clerk's Office, 10 Mansfield Drive, Byram Township, NJ 07874

Requestor's Name: _____

Requestor's Address: _____

Requestor's Telephone and Email: _____

Person/Organization to be Honored: _____

Event Title: _____

Event Date, Time & Location: _____

Type of Honor Requested: Proclamation _____ Letter of Honor _____

Provide detailed reason for request including a list of accomplishments and how the individual/organization benefits the quality of life in Byram Township (attach additional sheets if necessary): _____

The Mayor and Council reserve the right to use submitted facts as deemed appropriate and may request additional information when necessary.

