

REQUEST FOR YOUNGSTOWN CITY COUNCIL RESOLUTION

The City Clerk's Office handles request on behalf of members of City Council. The following are some guidelines that have been established in order to appropriately celebrate, honor and recognize individuals or groups in the community. **Please note that all resolution requests must be submitted in writing to:**

YOUNGSTOWN CITY CLERK'S OFFICE
ATTN: RESOLUTION REQUEST
26 S PHELPS ST 6TH FLOOR
YOUNGSTOWN, OH 44503

Please review the following carefully before submitting your request. We make every effort to honor all requests, however we cannot guarantee a resolution will be prepared and passed by City Council if this guideline is not met.

1. **Advance Notice Required:** Your request must be received four (4) weeks in advance of the event date.
2. **Required Information:** We recognize that there are many special events that occur in the community that merit official acknowledgment. In order to prepare an official decree, which becomes part of Official City of Youngstown Legislative record, we rely on you to provide accurate and legible information.
 - a. Name and address of honoree(s), organization or event
 - b. Form of Address (Miss., Mr., Ms., Mrs., Dr., Rev.)
 - c. Exact date of occasion (month, day, year)
 - d. Age (birthdays, number of years of marriage, or year of annual event - example: *15th Annual Recognition Dinner*)
 - e. Your (the requestor's) name and daytime phone number
 - f. Any specific mailing instructions if other than to honoree's address
 - g. Any relevant or researched information pertaining to the honoree (biographies, resumes, accomplishments, previous honors, etc.)

Although the Clerk's office utilizes automated equipment in producing Resolutions, we encourage you to verify that all names, spellings and dates are correct prior to submitting your information.

3. **Request for Council Presentation:** Should you desire for a Council member to make a personal appearance, the following additional information is needed. The Clerk's Office will review their schedules and confirm or decline the invitation if their schedule does not permit.
 - a. Date
 - b. Time
 - c. Location of event
4. **When to expect your Resolution.** In most cases Resolutions will be on the Council Meeting Agenda prior to the event for Council to consider. (*City Council meets on the First and Third Wednesday of each month and recesses from Mid-June to Mid-September annually.*) Once passed and attested, the framed and signed Resolution will be forwarded or presented by a Council member should their schedule permit.