

## Resolutions, Proclamations, Citations, and Commemorations Frequently Asked Questions

### 1. What are they?

A **resolution** is a formal *expression of opinion or intention* made, usually after voting, by the Town Council.

A **proclamation** is an official declaration issued by the Town Council *to make something known*, a public and official announcement.

A **citation** is a formal public statement issued by the Town Council *praising* a person or persons for doing something that benefits the community.

A **commemoration** is something that is done or said by the Town Council to *remember* officially and accord respect to a noteworthy person, organization, or event.

Resolutions, proclamations, citations, and commemorations submitted to the Town Council should have a direct bearing on the Town of Amherst or its residents or recognize an Amherst resident, organization, or event. Those measures without a clear connection to Amherst may be more appropriate for a different legislative body.

### 2. How can I get a resolution, proclamation, citation, or commemoration before the Council?

To ensure action by the Council, the easiest and quickest way is to approach a Councilor and ask them to sponsor it (for a current list of Town Councilors go [here](#)). A second way is to present a Group Petition (See Charter Section 8.2(b)) signed by at least 150 voters. You may also present a Resident Petition (see [Charter](#) Section 8.2(a)) signed by at least one resident of the Town of Amherst and submitted to the Council President, but action on Resident Petitions is purely at the discretion of the Council President.

### 3. How long in advance must resolutions, proclamations, citations, and/or commemorations be presented to the Council?

Since they must be first reviewed for consistency, clarity, and actionability by the Governance, Organization, and Legislation Committee (GOL) they should be submitted at least 4 weeks before you wish the Council to formally act on them. GOL strongly urges sponsors and/or petitioners to be present when the Committee conducts its formal review.

### 4. What criteria are used by GOL in reviewing resolutions, proclamations, citations, and/or commemorations?

GOL does not address policy – it looks only to see that the submitted text is clear, consistent, and actionable. See GOL [“Frequently Asked Questions”](#) for further clarification.

5. What happens then?

After its formal review, GOL will forward the measure to the full Council along with its report. Agendas are set by the President of the Council and the President may use their discretion in placing items on the agenda.