

# Town of Auburn, Massachusetts

Julie A. Jacobson  
Town Manager



## Board of Selectmen

Scott C. Wrenn, Chairman  
Sara Rufli, Vice Chairman  
Daniel S. Carpenter  
Steven Chambers

Section 400

## BOARD OF SELECTMEN POLICY

### Policy to Issue Proclamations & Letters

#### Proclamations

Request for proclamations shall be made in writing to the Selectmen's Office by noon the Wednesday prior to any Selectmen's meeting date; and should detail exactly what the proclamation is for i.e. Day, Time, Event, and Accomplishment(s).

Proclamations should be presented to groups or individuals for important and unique significant events such as one-time major accomplishments where the town is involved or represented.

#### Letters of Appreciation or Congratulations

A letter of Appreciation, Congratulations or Support should be presented to groups, businesses or individuals to note a significant event such as town business openings, championships or individual accomplishments that affect or represent the town.

#### Duties of the Board of Selectmen

The Board of Selectmen shall determine the merits of a request and determine by majority vote the presentation of a Letter of Appreciation, Letter of Congratulations, Letter of Support or Proclamation or if any presentation is warranted.

All Board of Selectmen Proclamations will be signed by all members of the Board of Selectmen.

Letters of Appreciation, Congratulations or Support will be signed by the Chairman of the Board of Selectmen.

*Approved Policy as Revised January 14, 2019*