

**CITY OF LARAMIE, WYOMING  
RESOLUTION 2025-42**

**A RESOLUTION AMENDING CITY COUNCIL RULES OF PROCEDURE RELATED TO  
PROCLAMATIONS**

**WHEREAS**, Staff are recommending a few small changes to the language related proclamation requests.

**NOW THEREFORE THE CITY COUNCIL OF LARAMIE, WYOMING RESOLVES:**

**Section 1.** That the following changes be made to the Rules of Procedure for City Council Appendix B to read as follows:

**Appendix B: Council Meeting Procedures**

To request a proclamation at a regular City Council meeting, requests must be submitted to the City Clerk 14 days prior to the date of the council meeting you are requesting the presentation. Proclamations must be non-partisan and pertain to local civic causes or issues. A requester must: submit the proclamation with title 14 days before the date of the council meeting; state the date requested for the proclamation to be read; format the proclamation as one legal size page in Word; provide the names of attendees at the meeting who will accept the proclamation; and attend the meeting to receive the proclamation. Upon receipt, the City Clerk will email requests to be reviewed by City Council and notice of the date to be read will be emailed to the person submitting the request upon approval of placement on the agenda.

**Section 2.** That the following changes be effective upon passage and approval.

**PASSED AND APPROVED** this 20<sup>th</sup> day of May 2025.



Sharon Cumbe, Mayor and President  
City of Laramie, City Council

Attest:



Nancy Bartholomew, CMC  
City Clerk City of Laramie



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**Appendix B: Council Meeting Procedures**

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City of Laramie, City Council

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