**City of [Your City Name]**

**Proclamation Recognizing Municipal Clerks Week**

**WHEREAS,** the office of the municipal clerk is a vital part of local government, serving as the information hub and a source of support for citizens, government officials, and staff; and

**WHEREAS,** municipal clerks are dedicated professionals who play a key role in ensuring the smooth operation of government through the management of public records, conducting elections, maintaining legislative history, and providing various essential services to the community; and

**WHEREAS,** the City of [Your City Name] recognizes the importance of the work performed by municipal clerks, whose expertise and diligence contribute to the effective administration of local government; and

**WHEREAS,** Municipal Clerks Week is observed annually during the first full week of May to celebrate the accomplishments and achievements of these professionals who serve as the backbone of local government operations; and

**WHEREAS,** the City of [Your City Name] acknowledges the dedication, professionalism, and commitment to public service that our municipal clerks demonstrate daily, helping to strengthen and sustain our democracy.

**NOW, THEREFORE,** I, [Mayor's Name], Mayor of the City of [Your City Name], do hereby proclaim the week of [Date] through [Date] as

**MUNICIPAL CLERKS WEEK**

in the City of [Your City Name], and urge all citizens to recognize the valuable contributions made by municipal clerks in our community and across the nation.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the City of [Your City Name] to be affixed this [Day] of [Month], [Year].

**[Mayor’s Signature]**  
[Mayor’s Name]  
Mayor of [Your City Name]