

## Proclamations Committee

### **Description**

This committee obtains formal proclamations from local, state and national governments formally recognizing the contribution of engineers to the life and prosperity of the peninsula communities. This is couched in the observance of National Engineers Week. The wording of these proclamations should include recognition of the Engineer of the Year, and the Doug Ensor Award winner, as well as the Peninsula Engineers Council and its member engineering societies.

### **Guidance:**

Generally, the PEC prepares a draft for the Proclamation, (See example below) and the government scribes it on their traditional parchment. The proclamation is a means for the community leaders (city Council) to draw attention to a civic activity without making a political statement or spending any money. It is at the discretion of the city that the proclamation is made at all. Please do not waste their time.

**The PEC controls the contents of the proclamations. The theme or each year's proclamation should be different, and should be related to the national theme for NEW. (Go to [http:// www.eweek.org](http://www.eweek.org))**

A cover letter requesting the proclamation and sample proclamation should be sent to the elected official who will issue it. A sample is provide below.

Detailed arrangements are made by an administrative aid from the Mayors office. The Mayor usually presents the proclamations at the city Council meeting just preceding NEW. The presentations are usually one of the first items of the meeting agenda, before the main business of the governing body. Someone will probably read the proclamation before giving it to the PEC representative. The PEC representative attending should respond with a short (no more than 5 minutes). If possible, a PEC officer should attend the proclamation presentation.

The proclamations should be sent to the Banquet Brochure publisher for incorporation into the brochure. This is most often done by providing them to the volunteer collecting the information for the brochure.

Upon the return from the Banquet Brochure committee, the proclamations should be mounted on display boards, for display at all PEC events during NEW banquet.

The proclamations can be given to the EOY as an souvenir, engineering departments, public libraries for display, or to a student chapters, for general use, after NEW.

### **List of Responsibilities:**

Proclamations are usually received from the cities of:

- City of Newport News (PEC Officers and/or Proclamations chair usually attend the January Council meeting to accept the proclamation)
- City of Hampton (PEC Officers and/or Proclamations chair usually accept the proclamation at the January Council meeting)
- City of Poquoson
- City of Williamsburg
- County of Gloucester
- James City County,
- York County,
- The Governor of Virginia, and
- The President of the United States.

**Typical Proclamation Schedule Prior to National Engineers Week**

September	Obtain Proclamation display boards from last year from PEC President or Treasurer.
November	Develop a list of Governments, and set goals for attending the proclamation signs. Begin to recruit people to attend city Council meetings. Send out Letters of request for a proclamation to the various councils
December	Prepare & Complete draft of an acceptance speech
January	Identify who will receive and attend the proclamation signing
Jan-Feb	Coordinate the PEC delegation attendance of the proclamation signing and the acceptance speeches. Upon receipt provide originals to Banquet Brochure committee for the photocopying. Mount the Proclamations on a story board, for display at Career Days and the banquet.

**Schedule during National Engineers Week (3rd week in February)**

Career Days	Bring Proclamations to the PEC booth.
NEW Banquet	Arrange proclamations for display and for inclusion in the banquet brochure.

**Schedule after to National Engineers Week**

March	Arrange for display of proclamations in lobby of interested businesses (NNS, NASA, SOS-NN, Cannon, ODU, etc.)
May	Distribute all proclamations to those who have expressed interest. Pass the corrections to Operations Manual to PEC VP.
June	Pass Proclamation display boards to the PEC Treasurer

**Typical letter requesting a Proclamation and list of addresses - See below**

## **Peninsula Engineers Council**

(at home address of chair person)

The Honorable xyz  
Mayor of city mno  
@ official address

National Engineers Week, initiated by the National Society of Professional Engineers in 1951, is always celebrated during the week of George Washington's birthday. Our country's first President was a prominent Virginia engineer, specializing in military and agricultural engineering and land surveying.

The Peninsula Engineers Council requests that you proclaim February xx-yy, 20xx, Engineers Week, emphasizing the importance of the engineering profession. A draft proclamation is attached for your consideration.

We would welcome the opportunity to be part of the proclamation signing ceremony if that is appropriate. However, if you prefer, you may send the proclamation to the address above.

We would like, if possible the proclamation to be signed before the end of January zzzz, so that a copy could be included in our Engineers Week brochure, and be available for our Engineers Week activities. I am the point of contact for coordination and can be reached at 757 555-5555 or email abcd@efg.com.

Thank you in advance for your support of the Peninsula Engineers.

Very truly yours,

Signed  
Peninsula Engineers Council  
Chairman, Proclamations Committee

## Names & Addresses for Proclamation Requests

<p>The Honorable <b>Joe S. Frank</b>          Mayor of Newport News          Mayors Office          2400 Washington Ave.          Newport News, Virginia 23607          247-8403</p>	<p>The Honorable <b>fff m. III</b>          Mayor of Hampton          City Hall          Hampton, Virginia 23669          727-6315</p>
<p>The Honorable <b>Jeanne Zeidler</b>          Mayor of Williamsburg          Mayors Office          401 Layayette Street          Williamsburg, Virginia 23185          220-6100</p>	<p>The Honorable <b>Gordon C. Helsel, Jr.,</b>          Mayor of Poquoson          Mayors Office          830 Poquoson Avenue          Poquoson, Virginia 23662          868-3510</p>
<p>The Honorable <b>Bruce C. Goodson</b>          Chairman, Board of Supervisors          James City County          P.O. Box 8784          Williamsburg, Virginia 23187-8784          253-6609</p>	<p>The Honorable <b>Thomas G. Shepperd, Jr.</b>          Chairman          York County Board of Supervisors          P.O. Box 32          Yorktown, Virginia 23690          890-3321</p>
<p>The Honorable <b>William H. Whitely</b>          County Administrator          Gloucester County Board of Supervisors          P.O. Box 329          Gloucester, Virginia 23601          1-804-693-3562</p>	<p>The Honorable <b>Mark Warner</b>          Governor of Virginia          Governors Office          Capital Square          Richmond, Virginia          804-??-???</p>
<p>The Honorable <b>George W. Bush</b>          President of the United States of America          The White House          1600 Pennsylvania Avenue          Washington DC 20500</p>	

## **Suggested Proclamation Wording**

WHEREAS, the Peninsula Engineers Council, hereafter referred to as the "Council", was organized in 1970 to promote the engineering profession on the Virginia Peninsula; and

WHEREAS, the unchanged mission of the Council, for over thirty years has been to advance the knowledge and practice of engineering, to enhance the professional status of those in the practice, and promote engineering as a career field; and

WHEREAS, the Council represents over twenty professional, engineering and technical societies; and

WHEREAS, the Council provides a forum for direct communications between the different technical societies; and

WHEREAS, engineers have built the foundation for progress and development and contributed greatly, turning ideas into reality, making America the leading technological nation in the world; and

WHEREAS, the engineering profession is a highly visible vocation on the Virginia Peninsula with respect to employment, maritime, space transportation, entertainment, and the environment; and

WHEREAS, the City/County of \_\_\_\_\_ is proud of the contributions towards development of industry, communications, construction, medicine, high technology and higher education, and the key role engineers have played in these and other aspects of our society,

Now, Therefore, I \_\_\_\_\_, Mayor/Chairperson of the City/County of \_\_\_\_\_ do hereby proclaim the week of February **20-26, 2005**,

### **National Engineers Week**

and urge the citizens of \_\_\_\_\_ and the Virginia Peninsula to recognize the contributions made by this special group of people.

IN WITNESS WHEREOF, I have set my hand  
caused the seal of the City/County of \_\_\_\_\_  
to be affixed, this \_\_\_\_ day of January **2005**

Mayor/Chairperson

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