

Policy for Proclamations & Agenda Item Additions

Purpose:

1. Ensure proclamations and agenda items have majority Council support prior to being placed on the agenda
2. Ensure there is a process for community members and organizations who desire to have a proclamation read or to make a presentation
3. Ensure sufficient flexibility so that not every proclamation or agenda item addition needs Council approval
4. Ensure an atmosphere where proclamations are special and valued

Established Tiers:

1. *Subject matters having to do with the City of Tualatin organization, including programs sponsored by the City of Tualatin.* Example: Employee of the Year, Arbor Week, Volunteer Appreciation Week, National Library Week, National Parks & Recreation Month, Public Works Week.
 - **Tier One subjects do not need prior Council approval to be placed on the agenda**
2. *A branch of government or an organization that the City of Tualatin is funding.* Example: the County, TriMet, Metro, TVF&R, Clean Water Services, WCCCA, WCCLS, Community Action, Historical Society.
 - **Tier Two subjects do not need prior Council approval to be placed on the agenda**
3. *Community partners.* Example: Ride Connection, Metro West (ambulance service), Chamber of Commerce, City Boards & Committees
 - **Tier Three subjects must receive prior approval.**
4. *Other.* Example: Future Business Leaders of America Week, Human Rights Week, Ad Hoc Groups (Aging Task Force)
 - **Tier Four subjects must receive prior approval**

Process / Guidelines:

- No more than 3 proclamations should be on any one Council agenda.
- The City Manager always has the discretion to ask for Council approval before processing a proclamation or putting an item on the agenda.
- Requests for a proclamation or agenda item should be submitted four weeks prior to the requested Council meeting date.
- If a City Councilor is the sponsor of a Tier 3 or 4 subject, the Councilor should make the request under Council Communications at either a work session or a business meeting. Four affirmative votes are required in order to place an item on a future agenda.
- Requests can be made for Tier 3 or 4 subjects by:
 - Filling out the Application to Request a Proclamation
 - Appearing before the Council under Public Comments at a Council Business Meeting and requesting Council approval to agendize the item
 - Getting a Council Sponsor to raise the item
- Tier 3 and 4 subjects are requested to submit a draft of their one-page proclamation along with their Application.

ATTACHMENT: Application to Request a Proclamation