

COUNCIL POLICY MANUAL

Policy 7.4.5 Ceremonial Events

POLICY PURPOSE:

It is the purpose of this policy to establish guidelines and standards regarding ~~City resources and support for Councilmembers ceremonial events. This policy is supplementary to and in no way intended to conflict with the City Charter. For further information on this subject, see:~~

- ~~City Charter, Section 807~~
- ~~Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)~~

POLICY STATEMENT:

- I. Requests for a City representative at ceremonial events will be handled by City staff.
 - A. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if-whether event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Councilmember should be asked to serve as a substitute.
 - B. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal consideration.

~~H. Implementation:~~

~~The City Manager shall monitor those provisions of this policy within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.~~

~~Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.~~

(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))

Lead Department: Office of the City Manager

For reference, see also:

- 7.4.3, *Council Activity Calendar*
- 7.4.6, *Council Announcements and Speeches*

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- City Charter, Section 807
- Code of Ethics and Conduct for Elected Officials