



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 2/14/2017**

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**File #:** 17-064, **Version:** 1

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**SUBJECT:** Proclamation Procedure Policy Discussion

**DEPARTMENT:** Legislation/Administration

**PRESENTER:** A.J. Krieger, Town Administrator

### **SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

Currently there are no adopted guidelines for proclamations, below is a suggested policy taken from a survey of other Towns and Cities.

### PROCLAMATION PROCEDURE POLICY

#### PURPOSE:

- Ceremonial and used for recognition for local person, event, etc.
- Honor persons or groups who impact the Town of Erie
- Nationally recognized events or activities with local interest
- Non-controversial and non-political
- Should not be subject to strong differences of opinion in the community
- Not used to express a position on a public issue
- Should not have policy implications
- Should not contain facts and figures we have to verify

#### PROCEDURE:

- Proclamations require a Board sponsor - staff will work with the Board to see who will sponsor
- Submit a draft 2 weeks prior to the Board meeting - Town may edit
- Staff circulates proclamation to Board prior to scheduling so they can advise staff of any objection
- If no objections, proclamation will be scheduled
- A representative should be there to accept the proclamation

### **ATTACHMENTS:**