



## Legislation Details (With Text)

**File #:** 17-064      **Version:** 1      **Name:**  
**Type:** General Business      **Status:** Agenda Ready  
**File created:** 2/3/2017      **In control:** Town Council  
**On agenda:** 2/14/2017      **Final action:**  
**Title:** Proclamation Procedure Policy Discussion  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
2/14/2017	1	Town Council		

**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:**