



City of Lathrup Village
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TO: Mayor & City Council
FROM: Mike Greene – City Administrator
DATE: October 19, 2026
RE: Proclamations Procedures Update

Background Brief: At the request of City Council, the Council Rules of Order & Procedures was updated to establish a formal policy governing the issuance of ceremonial proclamations.

The proposed policy outlines the purpose and eligibility criteria for proclamations, identifies requests that would be ineligible, and establishes a standardized application process requiring requests to be submitted at least 30 calendar days before the requested Council meeting.

Additionally, the policy introduces a review process requiring proposed proclamations to be presented at a preceding Council Study Session to allow for discussion and consensus before placement on a Regular Council Meeting agenda. The policy also clarifies the authority to issue proclamations, establishes guidelines for presentation and publication, and allows procedural exceptions when circumstances warrant.

The intent of this update is to promote consistency, transparency, and a clear process for considering proclamation requests while ensuring they remain ceremonial in nature and do not constitute an endorsement by the City.

Previous Action: Study Session discussion

Economic Impact: N/A

Recommendation: It is my recommendation to approve the resolution.

Recommended Motion:

Moved by Council Member _____ seconded by Council Member _____ to approve the Resolution #2026-16 – Council Rules of Order & Procedures – Proclamations Procedures Update

Bruce Kantor
Mayor

Kelly Garrett
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

John Sousanis
Council Member