

Exhibit “A”

Invocation Presentations Policy and Procedure

ANNEX G

INVOCATION PRESENTATIONS POLICY AND PROCEDURE

Effective February 1, 2023, the City of Manor City Council approved Ordinance No. 686 amending the City Council Rules of Procedure to add “Invocation” into the Order of Business applicable to Regular and Special Meetings. The City Council also considered and approved this policy and procedure to guide the presentation of Invocations.

This policy is intended to guide presenters in preparing and delivering remarks and to help preserve the dignity of the proceeding as the City Council considers matters in service to Manor residents and businesses. This policy serves to acknowledge and express the respect of the City of Manor for the diversity of religious denominations and faiths represented and practiced in Manor and to invite Council members to reflect upon shared ideals and common ends before embarking on the business of governing. No faith or religious denomination is intended to be favored or preferred.

1. Invocation Opportunity. An opportunity for an invocation will be provided at the beginning of City Council Regular and Special meetings.

2. Definitions.

- a. A regular meeting of the city council is a meeting generally conducted on the first and third Wednesdays of the month.
- b. A special meeting of the city council is a meeting scheduled and held as the council deems necessary to transact the business of the city.

3. Guidelines.

- a. Providing the Invocation. Religious leaders who reside within the City of Manor may notify the City Secretary in writing of their interest and willingness to give an invocation at a City Council Regular or Special meeting. Religious leaders expressing such interest will be scheduled on a “first-come first-served basis”.
- b. Scheduling and Council Rotation. If a religious leader should cancel or if no request has been submitted to the City Secretary by 5:00 p.m. of the Monday of the week preceding the City Council meeting, a Council Member may be scheduled to provide the invocation. The City Secretary will schedule Council Members to provide the invocation based on a rotation list so that each council Member has an opportunity to provide the invocation. A Council Member may decline to give an invocation.

- c. No Proselytizing or Disparaging. The invocation must not be used to proselytize or advance any one faith or belief or to disparage any other faith or belief.
- d. Voluntary Participation. No one will be required to participate in any invocation. Persons will not be treated differently based on whether they participate in the invocation.
- e. No Compensation. A person who delivers an invocation is not eligible for and shall not receive compensation.
- f. Time Limitation. An invocation should be limited to no more than one (1) minute.
- g. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination.