

# Policy for Proclamations & Agenda Item Additions

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## Purpose:

1. Ensure proclamations and agenda items have majority Council support prior to being placed on the agenda
2. Ensure there is a process for community members and organizations who desire to have a proclamation read or to make a presentation
3. Ensure sufficient flexibility so that not every proclamation or agenda item addition needs Council approval
4. Ensure an atmosphere where proclamations are special and valued

## Established Tiers:

1. *Subject matters having to do with the City of Tualatin organization, including programs sponsored by the City of Tualatin.* Example: Employee of the Year, Arbor Week, Volunteer Appreciation Week, National Library Week, National Parks & Recreation Month, Public Works Week.
  - **Tier One subjects do not need prior Council approval to be placed on the agenda**
2. *A branch of government or an organization that the City of Tualatin is funding.* Example: the County, TriMet, Metro, TVF&R, Clean Water Services, WCCCA, WCCLS, Community Action, Historical Society.
  - **Tier Two subjects do not need prior Council approval to be placed on the agenda**
3. *Community partners.* Example: Ride Connection, Metro West (ambulance service), Chamber of Commerce, City Boards & Committees
  - **Tier Three subjects must receive prior approval.**
4. *Other.* Example: Future Business Leaders of America Week, Human Rights Week, Ad Hoc Groups (Aging Task Force)
  - **Tier Four subjects must receive prior approval**

## Process / Guidelines:

- No more than 3 proclamations should be on any one Council agenda.
- The City Manager always has the discretion to ask for Council approval before processing a proclamation or putting an item on the agenda.
- Requests for a proclamation or agenda item should be submitted four weeks prior to the requested Council meeting date.
- If a City Councilor is the sponsor of a Tier 3 or 4 subject, the Councilor should make the request under Council Communications at either a work session or a business meeting. Four affirmative votes are required in order to place an item on a future agenda.
- Requests can be made for Tier 3 or 4 subjects by:
  - Filling out the Application to Request a Proclamation
  - Appearing before the Council under Public Comments at a Council Business Meeting and requesting Council approval to agendaize the item
  - Getting a Council Sponsor to raise the item
- Tier 3 and 4 subjects are requested to submit a draft of their one-page proclamation along with their Application.

ATTACHMENT: Application to Request a Proclamation



**CITY OF TUALATIN**  
**APPLICATION TO REQUEST A PROCLAMATION**  
**18880 SW MARTINAZZI AVE • TUALATIN, OR 97062**  
**PHONE 503.691.3011**

Requests for City Proclamations should be submitted four weeks prior to the requested Council Meeting date. The City Council meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month unless otherwise noted. For specific meeting dates, please visit the City of Tualatin website at [www.tualatinoregon.gov](http://www.tualatinoregon.gov).

**Topic & Purpose of Proclamation:**

\_\_\_\_\_

**Individual, Agency, or Organization Sponsoring the Proclamation:**

\_\_\_\_\_

**Local Resident Attending Council Meeting to Receive Proclamation:**

\_\_\_\_\_

Name

Phone

*Note: There is a limit of three proclamations per City Council meeting and selection is made in the order requests are received. Please indicate an alternative meeting date for the event the preferred date is unavailable. While the City does its best to recognize community needs, we retain the right to decide if the proclamation will be issued or not.*

**Preferred City Council Meeting Date Requested:** \_\_\_\_\_

**Alternate City Council Meeting Date:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

Name

Phone

Address

Email

Please attach a draft copy of your one page proclamation to this application or check the box if the proclamation will be the same as the previous year.  Wording will be the same as the previous year.

Return the completed form to: City of Tualatin, Attn: Deputy City Recorder, 18880 SW Martinazzi Ave, Tualatin OR, 97062 or via email to [nmorris@tualatin.gov](mailto:nmorris@tualatin.gov).

***For Official Use Only:***

Date Request Received \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Applicant Notified \_\_\_\_\_

Date Proclaimed \_\_\_\_\_