



Policy for Proclamations & Agenda Item Additions

November 25, 2024

Purpose for Policy



- Ensure proclamations and agenda items have majority Council support prior to being placed on an agenda
- Ensure a process for those who desire to have a proclamation read or to make a presentation to Council
- Ensure flexibility so that not every proclamation or agenda item addition needs Council approval
- Ensure that proclamations are special and valued



CITY of
TUALATIN

Established Tiers



Tier One:

- Pertains to the City of Tualatin organization, including programs sponsored by the City.
- Do not need prior Council approval to be placed on the agenda

Tier Two:

- Branch of government or organization that the City is funding
- Do not need prior Council approval to be placed on the agenda

Tier Three:

- **Community partners**
- **Must receive prior approval to be placed on the agenda**

Tier Four:

- **Other**
- **Must receive prior approval to be placed on the agenda**



Examples



Tier One:

- National Library Week (pertains to City services)
- Volunteer Appreciation Week (pertains to the City)

Tier Two:

- Community Development Week (requested by Washington County)
- TVF&R Annual Report (other governmental agency)
- Historical Society Annual Report (City provides funding)

Tier Three:

- Dystonia Month (requested by the IDEA Committee; approved by Council)

Tier Four:

- Month of the Military Child (sponsored by the Mayor, approved by Council)
- Gun Violence Awareness Month (requested by Moms Demand Action, approved by Council)
- Constitution Week (requested by community members; approved by Council)



Process / Guidelines



- No more than 3 proclamations should be on any one agenda
- The City Manager always has the discretion to ask for Council approval before putting an item on the agenda
- 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 or Agenda Presentation; submit to City Clerk
 - Appearing before the Council under Public Comments at a Council Business Meeting and requesting Council approval to agendize 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



Outstanding Questions



What Tier do these fit into?

- **Pride Month**
- **Hispanic Heritage Month**
- **Native American Heritage Month**

If a proclamation has been approved by Council once, does it need approval in future years?

