

REGARDING PROCLAMATION REQUESTS

PURPOSE

The purpose of this policy is to provide guidelines for issuing proclamations.

APPLICABILITY

This policy applies to all requests received by the Mayor or City Commission and any City staff.

IN GENERAL

From time to time, the City Commission of Oregon City adopts proclamations recognizing certain events, causes, individuals, or groups. In issuing such proclamations the Commission does not wish to offend persons or groups, but the Commission wishes to recognize causes, events, persons, groups, or organizations with local implications. The Commission will consider requests that are timely, have potential relevance to a majority of Oregon City's population, and contain positive messages.

The Intent of Proclamations. It is the City's position that proclamations issued by the City Commission are not subject to a public hearing, but are the means by which the City Commission speaks on an issue.

Guidelines.

The Commission will issue proclamations only on the following subject matter, unless the Mayor requests an exception:

- A. Matters involving the operation or programs of municipal government or the provision of municipal services to the citizens and businesses in the City.
- B. Subjects that relate to components of the Oregon City Comprehensive Plan, Master Plans, or Commission goals.
- C. Requests to honor businesses that are located in the City, services or philanthropic organizations that provide a significant level of service or business in the City, and sports teams based in Oregon City upon accomplishment of noteworthy achievements, programs, or milestones.
- D. Requests to honor the life of a long-time or prominent Oregon City resident or staff member upon his or her death.
- E. Requests to honor city officials, employees, volunteers and consultants for their achievements or milestones of service.
- F. Events involving official City sponsorship or ceremonial participation.

The Commission will not issue proclamations containing the following subject matters:

- A. Requests to support or oppose candidates for public office.

- B. Requests for support, endorsement or protection of religious, spiritual or philosophical practices, groups, theories or practices.
- C. Language that includes any inflammatory, obscene or libelous statements or promotes the hatred of any person or class of persons.

Requestors must follow the listed proclamation processing requirements:

- A. Requests for proclamations shall be submitted to the City Recorder's office. Staff will send it to the Mayor for approval, then place it on a future City Commission agenda.
- B. Requests for proclamations must be submitted to the City Recorder's office no less than 30 days prior to the Commission meeting or event at which the proclamation would be issued.
- C. Requests should include draft language and background information that can be used to prepare the proclamation.
- D. National and international groups requesting proclamations must have a City sponsor.

No subordinate board, commission or committee of the City and no individual Commissioner or other official of the City may issue a proclamation without prior approval and consent of the Mayor.

This policy was adopted by the City Commission on April 1, 2015.