

CITY COUNCIL POLICY:

PROCLAMATION, PRESENTATIONS AND AWARDS

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for the issuance of presentation time and proclamations during Regular City Council Meetings. To preserve as much time as possible for conducting business of municipal concern, there shall only be one presentation, one proclamation and one award presented per meeting.

Proclamations and Presentations will be scheduled on a first come first served basis. The City Clerk has discretion regarding the scheduling of presentations and proclamations. Any exception to this policy shall only be made with the approval of the Mayor in conjunction with the City Manager.

PROCLAMATIONS

ELIGIBILITY:

Requests for proclamations shall establish that an identified organization, individual, or event warrants acknowledgment by the City to honor or highlight the following:

- Extraordinary achievement or outstanding community service to the City
- Fundraising events or milestone anniversaries of local non-profit organizations
- Art, civic or cultural celebrations directly related to the City
- Public awareness campaigns that directly affect the community

Regardless of whether a proclamation qualifies under the above guidelines, the City will not issue proclamations related to matters of ideological or religious beliefs, individual conviction, or political and legislative issues that may suggest an official City position or endorsement. However, this prohibition shall not be interpreted as preventing the City from recognizing cultural events or holidays celebrated by religious groups in the City or circumstances regarding human success, hardship or grief impacting a community within the City. Proclamations will not recognize any group whose policies or objectives advocate violence, hatred or any other position contrary to the well-being of the citizens of Calistoga.

PROCEDURES:

All requests for a proclamation shall be made to the City Clerk at least six weeks before the proposed meeting date via email or hand delivery and shall include a digital, editable, one-page sample of the proclamation that can be used as a template by the City Clerk's Office to prepare the document, not to exceed 200 words. The City Clerk will determine if the request is eligible and will confer with the Council if a request is to be denied for any reason. If there are multiple eligible proclamation requests made for the same meeting, the one submitted first will be approved and the second will have the option to reschedule or be agendaized on the consent calendar. The request shall include:

- Applicant's first and last name, phone number and email address.
- A brief summary of the event or organization and its direct tie to the Calistoga Community and information relevant to the eligibility requirements.
- Specific meeting date or month the event is to be proclaimed.

The City retains the right to modify, edit or otherwise amend the proclamation to meet document space or Policy requirements. The applicant is required to be present during the Regular City Council Meeting and will be presented with a Proclamation Certificate. The applicant will have the option to speak during this time, limited to three minutes. If the applicant is not present, the proclamation will not be discussed by Council and the certificate will be mailed. Proclamations placed on the consent calendar will include a mailed proclamation certificate and will not include Council presentation or applicant speaking time during the meeting.

The City reserves the right to deny a proclamation request or cancel the proclamation presentation at any time at the discretion of the City Manager in conjunction with the Mayor. No proclamation shall be used as part of an advertisement or commercial promotion without the express permission of the City Manager in conjunction with the Mayor.

PRESENTATIONS & AWARDS:

DEPARTMENTAL PRESENTATIONS & AWARDS:

Departmental presentations and/or awards will be placed on the agenda by request of the City Manager or the Council, the City Clerk will have scheduling discretion. Departmental presentations shall be limited to five minutes per topic and ten minutes for Council questions. With the prior approval of the City Manager, staff may use up to an additional five minutes for their presentation. Staff shall utilize this time to make any other annual departmental announcements such as employee service awards or similar items. No single presentation, including questions, will extend beyond a total of twenty minutes. The City Clerk will be responsible for time management. If there is to be presentation aids, such as PowerPoint or handouts they shall be turned in to the City Clerk via email 14 days before the meeting for approval and inclusion into the agenda.

PRESENTATIONS BY COMMUNITY MEMBERS

ELIGIBILITY:

Any requests for presentations shall establish that:

- The topic or information being presented is of direct municipal concern to the City of Calistoga or Napa County.
- The presenter has verified that all the information to be presented to the Council is true and accurate.
- The Council and Community will benefit greatly by knowing more about the presenter's topic, project or concern.

Regardless of whether a presentation qualifies under the above guidelines, the City will not issue presentation time to requests related to matters of ideological or religious beliefs, individual conviction, or political and legislative issues that may suggest an official City position or endorsement or to any group whose policies or objectives advocate violence, hatred or any other position contrary to the well-being of the citizens of Calistoga. The City reserves the right to deny a presentation request or cancel the presentation at any time at the discretion of the City Manager in conjunction with the Mayor.

PROCEDURES:

Any requests for presentation time by a community member or organization shall be made to the City Clerk at least six weeks before the proposed meeting date via email or hand delivery. If a presentation request is submitted for a meeting date where a departmental presentation has already been scheduled, the request will be denied. The presenter may request another date or use the three-minute public comment time during the Council Meeting.

The request shall include:

- Applicant's first and last name, phone number and email address.
- A brief summary of the event or organization and its direct tie to the Calistoga Community.
- Specific meeting date requested for the presentation.
- If there is to be presentation aids, such as PowerPoint or handouts they shall be turned in to the City Clerk via email 14 days before the meeting for approval and inclusion into the agenda.

Presentations by a community member or an organization shall be limited to five minutes per topic and an additional ten minutes for Council questions. No single presentation by a community member or organization, including Council questions will extend beyond a total of fifteen minutes. The City Clerk will be responsible for the time management of the presentation.