

## **Policy 7.4.5 Ceremonial Events**

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### **POLICY PURPOSE:**

It is the purpose of this policy to establish guidelines and standards regarding ceremonial events.

### **POLICY STATEMENT:**

- I. Requests for a City representative at ceremonial events will be handled by City staff.
  - A. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine whether event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Councilmember should be asked to serve as a substitute.
  - B. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal consideration.

(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014); RTC #15-0491 (November 17, 2015))

Lead Department: Office of the City Manager

For reference, see also:

- 7.4.3, *Council Activity Calendar*
- 7.4.6, *Council Announcements and Speeches*
- City Charter, Section 807
- Code of Ethics and Conduct for Elected Officials