

Policy 7.4.6 Council Announcements and Speeches

POLICY PURPOSE:

It is the purpose of this policy to establish guidelines and standards regarding the preparation of Council announcements and speeches.

POLICY STATEMENT:

Council Announcements. The Executive Assistant to the City Council coordinates the preparation and scheduling of Council Announcements. Advanced copies shall be provided to the Mayor, Assistant City Manager, the reading Councilmember, and the Clerk.

Speeches

- A. Council-Initiated Speeches. Councilmembers are entitled to staff assistance for speech preparation for apolitical, City-related events and programs or to support Council-approved actions or advocacy positions. Such assistance shall be requested of the City Manager for purposes of assigning appropriate staff assistance. Requests should be made at least two weeks in advance of the presentation. An outline of issues to be covered as well as available supporting material is to be provided by the requesting Councilmember. A draft of the speech will be provided to the Councilmember for final review at least three days prior to the presentation.

- B. Department-Initiated Speeches. Departments initiating the preparation of speeches for Councilmembers shall first obtain direction and approval from the City Manager. Departments shall either prepare such speeches themselves, or submit a request to the Communications Office at least two weeks prior to the scheduled presentation.

(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:

- 7.4.14, *Legislative Advocacy Positions*
- 7.4.15, *Council Advocacy*
- City Charter, Section 807
- Code of Ethics and Conduct for Elected Officials