



## CITY REPRESENTATION AT MEETINGS, CEREMONIES & SPECIAL EVENTS

### **POLICY**

The City shall be officially represented at meetings, ceremonies, and special events by the Mayor and/or City Council. If the Mayor and/or Council Members are unavailable, then the City Manager (or a City employee assigned by the City Manager in certain situations) will be requested to represent the City. City Board and Commission members may represent the City on certain occasions, provided they have obtained the prior authorization of the City Council.

If an invitation to an event includes a guest, a Council Member may bring along an individual who is not an elected or appointed official or City staff member.

This policy does not apply to informal events where attendance is not related to official City representation.

### **PROCEDURE**

1. Requests for Mayor and/or Council representation at meetings, ceremonies, or special events shall be referred to the Executive Assistant to the Mayor and City Council.
2. Invitations or requests for speakers designated for the Mayor or a particular Council member or members are referred directly to them by the Executive Assistant. If the Executive Assistant receives a request for someone to represent the City at an event or as a speaker, the following protocol shall be observed:
  - ◆ The invitation shall be referred to the Mayor.
  - ◆ If the Mayor is unable to attend, the invitation shall be referred to the Vice Mayor.
  - ◆ If the Vice Mayor is also unable to attend, the invitation shall be referred to Council members in order of their seniority on the Council.
  - ◆ The City Manager shall be asked to represent the City at the meeting or event if the Mayor and Council Members are unable to attend. For certain meetings or events, the City Manager, at his/her discretion, may assign a staff member to attend.
3. Council may officially request a City Board or Commission member to represent the City on certain occasions.

### **Reference:**

***City Council-approved policy 11/7/95***