

Exhibit 1

Procedure for Council Consideration of Proclamations

The following criteria shall be considered when determining if a Proclamation should be placed on the Council agenda:

Proclamations are used for ceremonial and recognition purposes and should promote the cultural, social, economic and intellectual welfare of the community. Proclamations should relate to a public purpose or benefit.

Proclamations may be used to honor persons or groups who have made notable contributions to the community and/or the quality of life in Town.

Proclamations for nationally recognized events and activities may be presented if it is deemed the matter is of local interest.

Proclamations shall be limited to events and activities that are noncontroversial in nature.

The Town Council will not consider Proclamations on issues or causes that may be subject to strongly divergent views and/or significant differences of opinions within the community.

Proclamations should not be used to make or suggest the Town's position on any public issue.

Proclamations should not have any policy implications.

The following review procedure will be followed prior to scheduling a Proclamation on a Council agenda:

All Proclamations shall require a Council Sponsor. Staff will work with Council on determining a Sponsor for any particular Proclamation.

Requests for Proclamations should include submittal of a draft Proclamation. The Town requests that when feasible, the draft Proclamation be submitted two weeks prior to the date of the Council meeting when it is to be considered.

The Town reserves the right to edit the Proclamation to eliminate any statistics which have not been verified by the applicant, or to change any language as requested by Council. Staff will notify the requesting party of any proposed changes in language.

Staff will circulate a copy of any Proclamation requested to be considered to all Councilmembers prior to scheduling it on the agenda. Councilmembers should advise staff if they have any concerns with the topic of the Proclamation or with the specific wording of the Proclamation. Recommendations for changes to wording will be circulated among all Councilmembers.

If there is unanimous support of the Proclamation as presented, or as revised, the Proclamation will be scheduled on a Council agenda, **under the Consent Calendar, which will enable Council to take formal action on the Proclamation prior to it being presented. If there is not unanimous consent regarding the topic or wording of any proposed Proclamation, the item will not be scheduled on the agenda.**

Whenever possible, a local representative of the organization should be present to accept the proclamation.