

PURPOSE

The purpose of this policy is to establish guidelines for the City Council and City boards and commissions regarding requests for Proclamations and Resolutions.

POLICY

Proclamations

Proclamations can be used to call attention to significant events, services, programs, celebrations, and accomplishments related to or impacting the City of Northfield. Proclamations will not be considered for any topic that does not directly impact the City of Northfield's policies, programs, services, or budgets or does not fall under the governance jurisdiction of the City Council.

Any requests for proclamations should be requested through City staff and the Mayor or board/commission chair. Proclamations must be requested by the organization or individual on an annual basis and the City has the right to decline any proclamation request, even if a similar proclamation has been passed in previous years.

The City Council may approve proclamations via resolutions through a majority vote of Council or through a Mayoral proclamation. A proclamation that would have the intent or impact of establishing policy of the City should be approved by a majority vote of the City Council. Any proclamation which does not meet the prior criteria will be included in the City Council meeting agenda as a Mayoral proclamation but will not be voted on by the Council.

Board/Commissions may review and initiate proclamations related to their respective work but is only advisory to the City Council. Board/Commission proclamations will be in the form of a resolution, acted on by motion, to recommend the resolution to the City Council for consideration. All boards and commissions must approve proclamations with a majority vote of the board or commission. No individual may issue a proclamation on their own accord.

Resolutions

Resolutions are designed to act on City Council or board and commission business such as approval of minutes, policies, purchases, budgets, appointments, licenses, official designations, advertisements for bids, bid awards, or other similar actions. Resolutions should be directly related to City Council or board and commission business and governance jurisdiction.

The City Council ~~or specific board or commission~~ may occasionally take a stance on a federal or state policy or issue that may directly and explicitly relate to City policy, budgets, programs and services. In

cases of seeking funding for projects, such as Federal or State initiatives, they should seek a resolution of support from the City Council.

Resolutions should not be considered for any topic that does not directly impact the City of Northfield's policies, programs, services, or budgets or does not fall under the governance jurisdiction of the City Council.

Any requests for resolutions of support should be requested through City staff and the Mayor or board/commission chair. Resolutions of support must be requested by the organization or individual on an annual basis and the City has the right to decline any request, even if a similar resolution of support has been passed in previous years.