

**MINUTES OF THE  
CITY COUNCIL RULES AND PROCEDURES COMMITTEE**

April 1, 2013

The regular meeting of the City Council Rules and Procedures Committee convened at 1:30 p.m. on April 1, 2013 in the Mayor's Chambers of the Municipal Building.

Present: Rules and Procedures Committee  
Councilmember David N. Mosby  
Councilmember Trina Baughn

Also Present: Diana R. Stanley, City Clerk  
Kenneth R. Krushenski, City Attorney  
Councilmember Charlie Hensley

**APPROVAL OF THE MARCH 18, 2013 COMMITTEE MEETING MINUTES**

Committee Chair Baughn moved, seconded to approve the March 18, 2013 Committee Meeting Minutes as presented. The motion was seconded by Committee member Mosby and passed by unanimous voice vote with those present voting "Aye."

**FINAL SUGGESTIONS AND AMENDMENTS OF CITY COUNCIL RULES AND PROCEDURES WITH EMPHASIS ON PROCLAMATION GUIDELINES**

*Review of proclamation material provided by City Clerk's Office*

The Committee briefly reviewed and discussed the proclamation data and reports provided by the City Clerk in the agenda packet. Following discussions on the material, the City Clerk referenced proclamation guideline of various cities in the nation that were sent to the Committee for their review, such as City of Cleveland, Ohio; City of Gainesville, Georgia; Town of Cary, North Carolina; City of Omaha, Nebraska; City of Centennial, Colorado; City of Baytown, Texas; and City of St. Louis, Missouri.

The City Clerk proceeded to highlight some of the guidelines that she found to be beneficial to the City, such as:

"Submission of a proclamation request does not guarantee issuance."

"Proclamations which are political, religious, or controversial in nature, or that would not likely enjoy a high level of community interest and support, are discouraged."

"[Proclamations are issued] to proclaim certain events, causes, or achievements when such proclamations positively impact the community and convey an affirmative message. . ."

"[Requests] received after the deadline will be prepared based upon staff availability."

"A brief summary and/or background of the event or organization should be provided. . .including the 'whereas' clauses."

"National organizations that do not have a local contact person—proclamation requests must be made by Oak Ridge residents."

"If a request does not meet the guidelines for a proclamation. . . other type of recognitions, such as letters or certificates can be considered."

The Rules Committee briefly discussed some additional suggestions and provisions, as well as provided some additional suggestions in addition to those guidelines provided above, such as:

"Proclamations are issued to proclaim certain events, causes, or achievements that positively impact the community and convey an affirmative message *to the City of Oak Ridge residents.*"

"Proclamations will not be backdated after the event date for that year."

APPROVED

Discussions were also held regarding a deadline to which the City Clerk recommended a fourteen (14) day advance notification. Additionally, the Committee agreed to have all proclamations, including those that were previously presented, on the Consent Agenda for informational and historical record keeping purposes, as well as to have the consent of all of Council. Following the discussion on proclamations, Committee Chair Baughn moved to accept the recommendations discussed by the Committee and allow the City Clerk to use those discussions to draft a final version of proclamation guidelines. The motion was seconded by Committee Member Mosby and approved by unanimous voice vote with all committee members present voting "Aye."

The City Clerk noted that she would send a draft of the proclamation guidelines to the Rules Committee for their review prior to inclusion in the final City Council Rules and Procedures document.

*Draft Final Version of City Council Rules and Procedures (informational purposes only)*

The City Clerk noted that two (2) corrections needed to occur in the final version of City Council's Rules and Procedures for clarification: that the language under "Finished Agenda" under "Order of Business" clarify that the "agenda will usually be available one week in advance of the meeting" and that the second sentence under "Appointments to Boards and Commissions, 3. Conduct of Elections" would include the verbiage "if an incumbent" following "the applicant's information" for clarification purposes and to allow the agenda to be published based the one week deadline for unforeseen circumstances.

Councilmember Baughn recommended that the language read that the Finished Agenda will be available "one (1) week prior to the meeting" and that if a problem was being experience that hindered the publication of the agenda at the one week deadline that staff could advise City Council of the circumstances. The Committee agreed to accept Councilmember Baughn's language.

Councilmember Mosby moved to accept the two new changes as presented, as well as the attached Rules and Procedures document as presented with the understanding that the City Clerk would provide proclamation guidelines at a later date. The motion was seconded by Councilmember Baughn and approved by unanimous voice vote with all committee members present voting "Aye."

**DISCUSSIONS ON DRAFTING MEMO FOR INCLUSION IN THE APRIL 8, 2013 CITY COUNCIL AGENDA PACKET**

The Committee Chair provided suggestions to the City Clerk on the content to include in the Rules and Procedures Committee Memo that would be included in the April 8, 2013 City Council Agenda Packet which included provided two to three general paragraphs on the process and changes of the Committee, as well as highlighting some of the major changes that were proposed to the Rules and Procedures document.

**ADJOURNMENT**

The meeting adjourned at 2:40 p.m.

(SIGNATURES ON FILE)

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Diana R. Stanley, City Clerk  
Secretary for City Council Rules and Procedures Committee

APPROVED BY THE CITY COUNCIL RULES AND PROCEDURES COMMITTEE  
June 10, 2013

(SIGNATURES ON FILE)

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Trina Baughn, Chair  
City Council Rules and Procedures Committee, 2013