



## **CITY REPRESENTATION AT MEETINGS, CEREMONIES & EVENTS**

### **PURPOSE**

The purpose of this policy is to outline the procedures for City representation at meetings, ceremonies, and events hosted by the City and invitations to events hosted by outside/external individuals or groups.

### **POLICY**

The City shall be officially represented at meetings, ceremonies, and events by the Mayor and/or City Council. If the Mayor and/or City Councilmembers are unavailable, then the City Manager (or a designee) 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 City Councilmember 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**

All invitations for meetings, ceremonies and events received to the Mayor and Council office shall be distributed to the full City Council by staff. In some instances, the invitation may be solely for the Mayor or specific City Councilmembers, in which they will not be forwarded to the full City Council.

Based on the event program, which may include multiple speakers from partner agencies or community groups, City staff will work to ensure that programs do not surpass the length appropriate for the intended audience.

### **City Hosted Events**

#### **Primary Speaker:**

1. The Mayor, as presiding officer and the official head of the City for all ceremonial purposes, will be the primary speaker for all City hosted events.
2. If the Mayor is unable to attend as a speaker, the option goes to the Vice Mayor to preside and speak as the City's ceremonial head.
3. As the presiding officer and the official ceremonial head, the Mayor will be allotted more time to speak.



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### **Secondary Speakers:**

1. All members of the City Council will be given an option to speak at a City-hosted event.
2. Time Limits: Based on the event, City staff may provide specific time limits to ensure that programs do not surpass the length appropriate for the intended audience.
3. City staff determines the event program and the schedule of speakers, which may occur throughout various times during the event.
4. City staff would not be required to provide any scripted remarks for additional City Councilmembers that may speak. However, staff may offer suggested remarks.

### **External Events**

If staff receives a request for representation for an external event for a speaker, the following protocol shall be observed:

- a. The outside entity/agency determines the planning of the event and may request who represents or speaks on behalf of the City of Santa Clara.
- b. If not specified, the invitation would be referred to the Mayor first.
- c. If the Mayor is unable to attend, the invitation would be referred to the Vice Mayor, at the discretion of the entity.
- d. If the Vice Mayor is unable to attend, the invitation would be referred to Councilmembers in order of seniority, at the discretion of the entity.
- e. The City Manager (or a designee) may also be requested to represent the City.
- f. The City Council may officially request a City Board or Commission member to represent the City on certain occasions.

### **Reference:**

*Amends November 1995, Council Approved Policy 009*

**RESOLUTION NO. 24-9360**

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA,  
AMENDING COUNCIL POLICY 009 ENTITLED “CITY  
REPRESENTATION AT MEETINGS, CEREMONIES AND  
EVENTS”**

**WHEREAS**, the City of Santa Clara Council Policy Manual includes policies and procedures by which the City Council, Boards, Commissions, Standing and Ad Hoc Committees, shall conduct City business and activities;

**WHEREAS**, the purpose of Council Policy 009 is to outline the procedures for City representation at meetings, ceremonies, and events hosted by the City and invitations to events hosted by outside individuals or groups; and

**WHEREAS**, The City shall be officially represented at meetings, ceremonies, and special events by the Mayor and/or City Council based on guidelines amended in Council Policy 009.

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**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

1. That the amended Council Policy 009 (“City Representation at Meetings, Ceremonies and Events”), attached hereto as Attachment 1, is hereby approved and adopted by the City Council of the City of Santa Clara.

2. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 27<sup>TH</sup> DAY OF AUGUST, 2024, BY THE FOLLOWING VOTE:

AYES: COUNCILORS: Becker, Chahal, Hardy, Jain, and Park

NOES: COUNCILORS: Watanabe and Mayor Gillmor

ABSENT: COUNCILORS: None

ABSTAINED: COUNCILORS: None

ATTEST:



NORA PIMENTEL, MMC  
ASSISTANT CITY CLERK  
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Council Policy 009 (“City Representation at Meetings, Ceremonies and Events”)