

CITY OF BROOKINGS
STATE OF OREGON

RESOLUTION 22-R-1234

A RESOLUTION OF THE CITY OF BROOKINGS ESTABLISHING A POLICY FOR THE EXPRESSION OF POLICY ENDORSEMENTS AND RECOGNITIONS IN THE FORM OF RESOLUTIONS, PROCLAMATIONS, OR OTHER FORMS OF WRITTEN EXPRESSION.

WHEREAS, from time-to-time the City receives requests from organizations and individuals for Resolutions, Proclamations and/or letters expressing the City's support for or opposition to policy position on certain matters of the public interest and/or recognitions; and

WHEREAS, it is the desire of the City Council to establish a uniform procedure for handling such requests and to assure that the resultant document accurately reflects the shared opinion and policy of the City Council; and

WHEREAS, crafting the language for documents are within the policy authority of the City Council and not the administrative authority of the City's management,

NOW THEREFORE BE IT RESOLVED, that the following procedural outline shall be used for the placement on the City Council agenda of Resolutions, Proclamation, letters or other forms of the City policy expression, or of a ceremonial matter.

1. Only such requests made or endorsed by at least two members of the City Council shall be placed on a City Council agenda.
2. Requests must be received 15 business days in advance of the City Council meeting when action would be taken.
3. All requests shall be submitted to the City Recorder, who shall circulate the request to members of the City Council to determine if interest is shown by at least two individuals on the Council.
4. Interested members of the Council will work with City Staff to modify and/or draft the requested document.
5. Requests shall be accompanied by a draft of the requested document.
6. The City Recorder may prescribe a form for use in receiving and processing requests.
7. The City Manager shall prepare an Administrative Regulation promulgating the policy as set forth herein.
8. The Brookings Municipal Code Section 2.05.230 provides for a council member communications policy.

BE IT FURTHER RESOLVED that the Mayor, nor an individual member of the City Council, shall utilize City resources or official letterhead in supporting or opposing legislation, or making any other endorsements or expressing opposition, without the approval of a majority of the City Council voting in public session.

Passed by the City Council September 26, 2022; effective the same day.

Ron Hedenskog
Mayor Ron Hedenskog

Attest:
Gary Milliman
City Recorder Pro Tem Gary Milliman