



Memorandum

TO: Rules and Open Government
Committee

FROM: Vice Mayor Dave Cortese

SUBJECT: CEREMONIAL GUIDELINES

DATE: September 27, 2007

APPROVED:

Dave Cortese R.C.

DATE:

9/27/07

RECOMMENDATION

Approve the following ceremonial guidelines for City Council meetings:

A. Commendations/Proclamations

1. Purpose: The purpose of commendations/proclamations is to give the Mayor and Council an opportunity to publicly acknowledge those who have made a positive contribution to the City of San José or to proclaim the city's recognition of honorary days, weeks or months of the year.
2. Scheduling: The content and date of commendation presentations will be reviewed/scheduled through the Mayor's Office in coordination with the City Clerk's Office and approved by the Rules and Open Government Committee. A maximum of 5 commendations will be scheduled for afternoon meetings and a maximum of 3 commendations for evening meetings.
3. Presentation: The presentation at the Council meeting should last no longer than 3-4 minutes and adhere to the following template:
 - i. Mayor makes brief introductory remarks.
 - ii. One Councilmember makes remarks about the recipient(s).
 - iii. One recipient accepts the commendation/proclamation and makes brief remarks limited to two minutes.

B. Invocations

1. Scheduling: Each district is responsible for scheduling invocations one month of the year. Names of invocators should be submitted to the Mayor's Agenda Coordinator and City Clerk's Office at least one week in advance of the meeting to which that invocator is assigned.
2. Presentation: Invocations are an opening to the meeting and should last no longer than 5 minutes. The presentation will be determined by the invocator. Past examples of invocations include a prayer, reflection, poetry reading, song or dance.

RECEIVED
San Jose City Clerk
2007 SEP 27 P 4:25