



Instructions for Accepting City Proclamations and Recognitions at the Council Meeting

1. The proclamations and recognitions are presented at the beginning of the meeting, which begins at 5:00 p.m. It is advised that you arrive a few minutes beforehand.
2. If you or anyone in your party has mobility issues, please let the Clerk's Office know beforehand so we can have the Mayor or staff deliver the proclamation or recognition to you and set up to speak at a table instead of the podium. See #4 and #7.
3. If possible, please sit in the center of the chambers near the front where the podium is or near the table at the front of the room on the right-hand side as you face the dais, if you won't be proceeding to the podium.
4. The Mayor will begin by reading the title of the proclamation/recognition or mentioning the topic. At that time, the Mayor will call upon you to come forward and you may come up to the podium or table and wait until the Mayor is done reading. You may bring others with you.
5. After the Mayor reads the proclamation or recognition, the Mayor will invite you to say a few words.
6. Please identify yourself and anyone else at the podium with you by name and your organization and title. You may make brief comments up to three minutes.
7. At the end of your comments, the Mayor will ask you to come forward to accept the proclamation/recognition or have staff deliver it to you, if you are seated at a table.
8. After accepting the proclamation or recognition, you may be seated or feel free to leave the meeting.

If you have any questions, please call (253) 591-5100.