



Allegheny County Council

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Legislation Details (With Text)

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File created: 3/3/2017 **In control:** Chief Clerk

On agenda: **Final action:** 12/31/2017

Title: Motion of the Council of Allegheny County amending Article IV, Rule A.6 of the Rules of Council for Allegheny County Council, entitled "Proclamations & Certificates," in order to provide a uniform structure for the formulation and introduction of proclamations and certificates.

Sponsors: Bob Macey

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
12/31/2017	1	Chief Clerk	Expired by Rule	
5/10/2017	1	Executive Committee	Held in Committee	
4/19/2017	1	Executive Committee	Held in Committee	
3/7/2017	1	County Council	Referred by Chair	

Motion of the Council of Allegheny County amending Article IV, Rule A.6 of the Rules of Council for Allegheny County Council, entitled "Proclamations & Certificates," in order to provide a uniform structure for the formulation and introduction of proclamations and certificates.

Whereas, Article IV, Rule A.6 of the Rules of Allegheny County Council expressly allows for the introduction of proclamations and certificates by one or more sponsoring Council Members; and

Whereas, as currently drafted, Rule A.6 provides very little guidance with regard to the procedure to be followed in formulating and presenting proclamations and certificates; and

Whereas, as a result of the lack of specificity in the existing Rule A.6, proclamations and certificates have become increasingly varied over time and, as a result, it has become increasingly difficult to accurately predict the time that will be devoted to preparing a particular proclamation by staff or to presenting a particular proclamation by the Council; and

Whereas, in light of the need for accurately forecasting the need for staff time allocation and to aid in the orderly and efficient process of Council's regular meetings, it is the desire of Council to amend Rule A.6 to provide additional structural guidance; and

Whereas, it is the judgment of Council that such an amendment will also benefit the Council and citizens of the County by reducing the potential for confusion among the Council Members and staff regarding the award of proclamations and certificates;

NOW THEREFORE, IT IS MOVED, BY THE COUNCIL OF ALLEGHENY COUNTY,

That this Council hereby amends the Rules of Council as follows:

ARTICLE IV. LEGISLATION & LEGISLATIVE ACTION.

* * *

A. Legislation

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- 6. Proclamations & Certificates** - Proclamations and certificates are ceremonial acknowledgements, sponsored by a council member, whereby Council recognizes some event, person, or group for an activity or outstanding achievement. In all circumstances, Council members wishing to sponsor proclamations or certificates are encouraged to remain cognizant of the importance of undertaking the Council's public business in an orderly and expeditious fashion, and to weigh the significance of any achievement to be recognized carefully.
- i. Council members wishing to sponsor a proclamation or certificate must provide all information needed to compose the document to the appropriate staff person at least three (3) days prior to the date it for which the completed document is needed. If information is not available, and the appropriate staff person needs to contact someone, a reference person and telephone number should be given well at least five (5) days in advance of the date that the completed document is needed.
 - ii. Council members may read the proclamation or certificate into the record, present it proclamations or certificates at a function other than a Council function, or send it them to the recipient(s) at their discretion.
 - iii. Council members may have proclamations or certificates read into the record at a regular meeting of Council, provided that the proclamation or certificate to be read is completed and placed on the agenda for such regular meeting pursuant to the applicable procedure and deadlines established in Article III, Rule C of these Rules of Council.
 - iv. If the a proclamation or certificate is to be presented during a Council meeting, the deadlines established to place items on the agenda apply. Any proclamation or certificate to be presented at a regular meeting of Council must be presented either (a) in recognition of a single award or achievement, or (b) to a single recipient. Under no circumstances may a single proclamation or certificate be presented to multiple recipients in recognition of separate achievements at a regular meeting of Council. If information is not available, and the appropriate staff person needs to contact someone, a reference person and telephone number should be given well in advance of the date that the proclamation or certificate is needed.
 - v. Under no circumstances shall any proclamation or certificate be presented during a special meeting of Council.