 TOWN OF DEWEY-HUMBOLDT	PG № TC23-01
All Public Bodies: Town Council, Board, Commission and Committees	Effective Date: August 15, 2023
Subject: <i>Invocation Guidelines</i>	

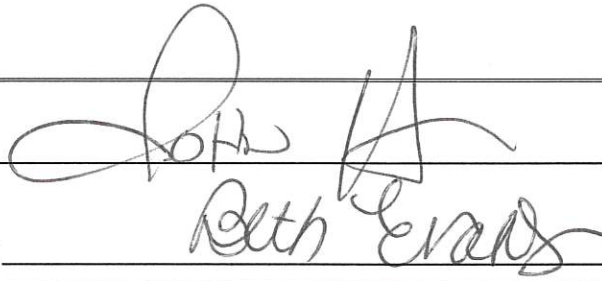
1. **Purpose:** The purpose is to establish a Council-approved policy on the guidelines for giving an invocation/inspirational comments at a Town-held meeting.
2. **Scope.** This policy applies to all residents of the Town of Dewey-Humboldt who would like to provide the invocation/inspirational comments at the beginning of a Town-held meeting.
3. **Background.**
 - 3.1. Pursuant to Dewey-Humboldt Town Code Section 30.105 Council Agenda (D)(1), Order of agenda for all Town Council meeting agendas shall begin with (a) Call to order; (b) Roll call; (c) Pledge of Allegiance; (d) Invocation; and (e) Announcements regarding town current events; guests; appointments; and proclamations.
 - 3.2. Pursuant to Town Code Section 31.16 Organization and Conduct (C), further states the conduct of board, commission, and Citizen Committee meetings are governed by the same rules of policy and procedure as the Town Council specifically including the requirements to have the Pledge of Allegiance and Invocation at each meeting as set forth in Town Code Section 30.105(D)(1).
4. **Definitions.** For the purpose of this policy, the following definitions shall apply:
 - 4.1. Invocation. A prayer of entreaty; a form of words introducing a prayer, sermon, etc.; a prayer or other formula used in invoking at the opening of a meeting.
 - 4.2. Inspiration. The process of being mentally stimulated to do or feel something, especially to do something creative The action or power of moving the intellect or emotions; the act of influencing or suggesting opinions; the quality or state of being inspired;
5. **Policy Guidelines.**
 - 5.1. Residents of the Town may provide an invocation at a Town-held meeting as per Town Code Section 30.105.
 - 5.2. Residents will be advised that invocations may not be based on religion and must be directed at the needs of the Dewey-Humboldt community.
 - 5.3. The Town Manager will maintain a list of individuals requesting to give an invocation for each Town-held meeting.
 - 5.4. In order to be added to a meeting list, residents desiring to give an invocation must submit their name, the name of the meeting, the meeting date and an email address to the Town Manager. Only one meeting per request will be considered.
 - 5.5. The opportunity to give an invocation will be granted on a first come first served basis and will be at the discretion of the Town Manager.
 - 5.6. Residents who are selected to give an invocation will be notified by email as to the meeting date and time. They must reply to the Town Manager on their availability. If the resident is not available for a meeting, the Town Manager will select the next resident on the list.
 - 5.7. Once a resident has given an invocation, they must submit a new request.

- 5.8. Residents that fail to attend the meeting to give the invocation, will be removed from all lists and not be able to submit a new request for a 3 month period following such failure to attend.
- 5.9. Council members may request to be on the list of persons requesting to give an invocation, but they must step down from the dais and speak from the podium.
- 5.10. If there is no one available to give an invocation, the chairperson of the meeting will ask the members of the public body if anyone would like to give the invocation. If none of the members of the public body want to give the invocation, the chairperson will ask if anyone in the audience would like to give the invocation.

JOHN HUGHES, MAYOR _____

ATTEST:

BETH EVANS, TOWN CLERK _____

Handwritten signatures of John Hughes and Beth Evans. The signature of John Hughes is written over the line for the Mayor, and the signature of Beth Evans is written over the line for the Town Clerk.