

GLENDALE CITY COUNCIL

COUNCIL MEETING RULES AND PROCEDURES

3.4 Prayer/Invocation at Council Voting Meetings

1. In order to solemnize proceedings of the City Council, it is the policy of the City Council to allow for an invocation or prayer to be offered at its meetings for the benefit of the City Council and the community.
2. These guidelines allow for an invocation, which may include prayer, reflective moment of silence, or short solemnizing message.
3. No member of the Council, employee of the City, or any other person in attendance at the meeting shall be required to participate in any prayer or invocation that is offered.
4. The prayer/invocation shall be voluntarily delivered by any person who has offered
5. The speaker shall not receive compensation for his or her service.
6. No speaker shall proselytize or otherwise openly seek to promote certain aspects of doctrine or faith; openly advocate or campaign for conversion of individuals or groups; or openly advance any faith, belief, doctrine, or dogma. No prayer/invocation shall disparage the religious faith or non-religious views of others.
7. It is recommended that the prayer/invocation be 2 minutes in length.
8. These guidelines are not intended, and shall not be implemented or construed in anyway, to affiliate the City Council with, nor express the Council's preference for, any faith or religious denominations. Rather, these guidelines are intended to acknowledge and express the City Council's respect for the diversity of both organized and unorganized religious denomination, as well as other faiths represented and practiced among the citizens of the City of Glendale.
9. Anyone violating of these guidelines is subject to disqualification from offering future prayers/invocations.
10. As adopted by Council, the City Council Meeting Rules and Guidelines state that the Mayor is the presiding officer of the meetings and as such:

“SECTION 2 – PRESIDING OFFICER

2.1 As provided by the City Charter, the Mayor, or in the Mayor's absence, the Vice-Mayor, is the presiding officer of the Council and will preside at all Council meetings.

2.2 The presiding officer will preserve order and decorum at all meetings of the Council to allow the orderly conduct of the business of the meeting and to provide persons in attendance with an interest in all agenda items to have an opportunity to have their item of interest duly considered by the Council, including a fair opportunity for interested persons to speak on public hearing items. Any decision by the Mayor on procedural matters is final, subject only to appeal to the whole Council as provided in *Robert's Rules*.

Therefore, the Mayor shall advise the speaker that their time is up in order to keep with the orderly operation of the meeting.

11. In no event shall a speaker be scheduled to offer a prayer/invocation at consecutive meetings of the Council.
12. In no event shall a speaker offer the prayer/invocation more than 3 times in one fiscal year. Similarly, no speaker from the same denomination, faith or sect shall speak more times than 3 in one fiscal year.
13. Neither the Council nor staff shall engage in any inquiry, examination, restriction, review of, or involvement in, the content of any prayer to be offered.
14. In the event that there is no scheduled speaker to offer the prayer/invocation, the agenda shall include a Moment of Silence.
15. The following shall be included on every agenda
“Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Mayor’s office and interested persons should contact the Mayor’s office for further information.”
16. City officials should not give the impression that they are expressing an official City religion, are speaking on the City’s behalf or that City residents attending the meeting are expected to participate in the prayer/invocation.

Process:

17. The Mayor’s office will maintain a list of volunteers.
18. Volunteers will be able to sign up via the website, a hard copy request form also available on the website, or submitted in person to a representative of the Mayor’s office at 5850 W. Glendale Ave.
19. As the requests are received they will be placed in that order. The speakers will be contacted in order of date and then time received and requested to speak at a future meeting of the Council.

The Mayor’s office will follow up with letter setting forth the date and time that the speaker should be prepared to offer the invocation/prayer. Additionally, the letter will remind the intended speaker that the prayer/invocation being offered cannot seek to proselytize in favor of one religion or sect or disparage another religion or belief.