

FILLMORE CITY CELEBRATIONS POLICY

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ARTICLE I. CELEBRATIONS

Fillmore City sponsors celebrations throughout the year and has determined that quality celebrations are best achieved with a central celebrations committee that oversees all the city celebrations.

ARTICLE II. CELEBRATIONS COMMITTEE

- (1) A committee shall be appointed by, or under the direction of, the mayor. Committee members shall be appointed by the mayor, or under the mayor's direction, prior to the committee meeting described in Article II, Section 5.
- (2) Members shall be appointed to 2-year staggered terms.
- (3) A chair-elect, shall be selected by majority vote of the committee. The vote should be held at a committee meeting following the final event of each calendar year, but no later than December 15. The chair-elect shall serve as chair the year following the year he or she serves as chair-elect.
- (4) A member whose term has expired may be reappointed. There shall be no limit to how many terms a member may serve on the committee.

ARTICLE III. DUTIES OF THE COMMITTEE

The committee:

- (1) Is a recommending group that works under the direction of the mayor.
- (2) Works with the city office staff for administrative assistance with correspondence, advertising, record keeping, parade permits, etc.
- (3) Works within the guidelines and policies of the city.
- (4) Oversees city celebrations and correlates with celebrations sponsored by other entities.

- (5) Selects subcommittees to help with each celebration.
- (6) Oversees the activities of subcommittees.
- (7) Reports to the city council at the first city council meeting of each month.
- (8) Submits celebration plans and recommendations to the mayor and city council for approval.
- (9) Works within an established budget.
- (10) Submits purchase requests to the city recorder.
- (11) Submits all sales receipts and invoices to the city recorder
- (12) Submits all donations, and revenues to the city treasurer.
- (13) Submits unused or left-over supplies to the city office.
- (14) Conducts critique sessions with committees at the conclusion of each celebration.
- (15) Prepares a written statistical and evaluation report following each celebration and submits to the city office for the official celebrations file.

ARTICLE IV. LIMITATIONS OF THE COMMITTEE

The committee:

- (1) Does not select parade themes or grand marshals.
- (2) Is not responsible for selecting parade committees.
- (3) May not make any unauthorized purchases.
- (4) May not make any unauthorized donations.