

POLICY TITLE: CITY ADVISORY BODIES — USE OF CITY STATIONERY AND BUSINESS CARDS

POLICY STATEMENT:

In general, policy statements or statements which have policy implications must be reviewed by the Mayor's office before being sent out on city stationery.

City advisory bodies are authorized to use city stationery, and advisory body members are authorized to use generic city business cards, for administrative business. Pre-printed business cards are authorized for use by the Mayor, City Councilmembers and staff only.

City advisory bodies may not use city stationery to issue policy statements which contradict existing ordinances or city policies or in cases where there are no policies. If there is no city policy, the matter will be brought before Council for consideration.