

SUGAR SALEM SCHOOL DISTRICT #322 POLICY

TITLE: Oath of Office Procedure

NUMBER: 1000P

NEW: August 2013

REVISED: _____

Taking and Administering the Oath of Office

1. Before any District Trustee, elected, re-elected, or appointed, enters upon the duties of his/her office, he/she must take the following oath:

I do solemnly swear (or affirm, if re-elected) that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Trustee of Sugar Salem School District #322 according to the best of my ability.

2. The oath is required to be administered by the Board Clerk, or by a Trustee.

Timeline for Administering the Oath of Office

1. The Trustee is required to take his/her oath within thirty (30) days from the commencement of his/her term of office, or at the next regular meeting of the Board of Trustees following such appointment whichever is sooner and no later than the next July 30 following his/her election or re-election.

2. If appointed, the Trustee is required to take his/her oath within ten (10) days after he/she has notice of the appointment or the next regular meeting of the Board of Trustees following such appointment whichever is sooner.

Recording the Oath of Office

1. The records of the District are required to show that such oath of office has been taken and by whom the oath was administered.

2. This information is required to be filed with the official records of the District.