

JANUARY 8, 2019

MEMORANDUM TO: HONORABLE MAYOR AND CITY COUNCIL
MEMBERS/COUNCIL MEMBER-ELECT SCHROEDER

THROUGH: BRYANT POWELL, CITY MANAGER

FROM: KATHLEEN CONNELLY, CITY CLERK

SUBJECT: PROTOCOL FOR JANUARY 15, 2019 COUNCIL MEETING –
SWEARING IN CEREMONY

At the January 15, 2019 council meeting a “changing of the guard” of sorts will take place when I swear in the mayor and three council members.

In order to accomplish this transition with the honor and dignity it deserves, I will be coordinating the ceremonies that are scheduled for the evening. Since each of you will be a participant, I ask that you please review the following procedures and let me know if you have any questions.

1. Mayor Serdy will call the meeting to order. The invocation will be followed by the Pledge of Allegiance and then Roll Call.
2. Current council will take action on the items listed on the Consent Agenda.
3. Immediately following the Consent Agenda vote, Mayor Serdy will read any proclamations that are listed on the agenda and present a plaque to outgoing Councilmember Waldron for his years of service. Councilmember Waldron will take a seat in the audience.
4. Following any awards and proclamations, I will administer the Oaths of Office. I will stand at my seat. The person taking the oath will be facing me.

When get ready to do the oaths, I will first ask mayor-elect Serdy to come to the floor of the council chambers to take the oath of office. I will repeat this for each of the three councilmembers-elect, calling upon you in alphabetical order and administering individual oaths. You will each be asked to raise your right hand and repeat the oath after me. I will do the oath a few words at a time and wait for you to complete each section before going onto the next. Copies of the oath are in the council packet under this item so you can become familiar with the words. I will present you with your certificate of election, congratulate you and shake your hand as each oath is completed.

After you have each taken your oath, please take a seat on the dais until I complete the ones for the remaining councilmembers-elect. For seating purposes, Mayor-elect Serdy will take the mayor's seat. Council Members Evans and Rizzi will return to their current seats. Council Member-elect Schroeder will take Council Member Waldron's seat. This seating arrangement may change at the February 4th meeting since it is the prerogative of the mayor to select the seating arrangement for the vice mayor and councilmember positions.

5. After all oaths have been taken, I will announce to Mayor Serdy that all of the requirements of state law and city code have been met and that the members of the Apache Junction City Council are ready to assume their official duties.
6. Mayor Serdy and councilmembers will have the opportunity to make comments and to introduce visiting officials, special guests and family members in the audience.
7. Following the comments and introductions, the meeting will proceed with the remainder of the agenda.

NOTE: Cameras, including video cameras, can be used in the council chambers provided they do not interfere with the meeting.

Please contact me if you have any questions.