Board of County Commissioners
Leon County, Florida

Policy No. 98-7

Title:	Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners
Date Adopted:	October 27, 2009
Effective Date:	October 27, 2009
Reference:	Ch.100.041, F.S.; Art. II, Sec. 5, Florida Constitution
Policy Superseded:	Policy 96-10, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners," adopted 6/11/96; Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners,"adopted October 13, 1998; Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners," adopted October 10, 2006

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-7, "Reorganization of the Board of County Commissioners," adopted by the Board of County Commissioners on October 10, 2006, is hereby repealed and superseded, and a revised policy is hereby adopted in its place, to wit:

Reorganization of the Board of County Commissioners

Reorganization of the Board of County Commissioners shall be conducted during the last regularly scheduled Board meeting in November of each year to elect a chairman and vice-chairman. However, during years when newly elected commissioners are installed, the reorganization of the board shall occur on the second Tuesday following the general election.

The reorganization shall be coordinated by the outgoing chairman and/or his or her designee. The outgoing chairman shall give a state-of-the-county address prior to turning the gavel over to the Chief Judge, Clerk of Court for the Second Judicial Circuit, or other official selected by the outgoing chairman, to preside over the election of the chairman and vice chairman. Following the election, the presiding official shall administer the following oath to the incoming chairman:

> *I, (name), do solemnly swear (or affirm) that I will well and faithfully execute the duties of the office of Chairman of the Leon County Board of County Commissioners to the best of my ability, so help me God."*

Acceptance remarks by the newly sworn chairman, and recognitions, may be made prior to proceeding with the conduct of the regularly scheduled business of the Board.

Installation of Newly Elected Commissioners

In accordance with Ch. 100.041, F.S., newly elected County Commissioners shall be installed the second Tuesday following the general election. Such installation shall take place during a specially called meeting of the Board for the sole purpose of swearing in the newly elected commissioners.

The installation of newly elected County Commissioners, and the coordination of a swearing-in ceremony, shall be the responsibility of the Chairman of the Board and/or his or her designee. The Chief Judge and/or the Clerk of Court for the Second Judicial Circuit may be invited to preside over the ceremony and to administer the oath of office as prescribed in the Constitution of the State of Florida, Article II, Section 5, "Public Officers". The oath prescribed is as follows:

> *I do solemnly swear (or affirm) that I will support, protect and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State; and that I will well and faithfully perform the duties of the office of County Commissioner on which I am now about to enter, so help me God.*

Public Information Office

The Public Information Officer shall maintain suggested procedures for such ceremonies and provide counsel to the Chairman/designee in coordinating the inaugural and reorganization ceremonies. In addition, the Public Information Officer will ensure required and appropriate protocols and public notice of these ceremonies.