



STAFF REPORT

MEETING DATE:	May 14, 2024
MEETING TYPE:	City Council
SUBMITTED BY:	Cynthia Olguin
AGENDA CAPTION:	Issue Statements of Officer and administer Oaths of Office to newly elected Councilmembers.

Background Information

Per the Secretary of State's issued Election Advisory 2024-11, Post-Election Procedures and Qualifying for Office for May 4, 2024, Uniform Election, before an elected (or appointed) officer may assume the duties of the office, the officer must first file a Statement of Officer for the official records of the governing body. Tex. Const. Art. XVI, § 1. Advisory 2024-11 recommends that post-election procedures occur in the following sequence:

- Election is canvassed at an open meeting.
- Certificate of Election is issued to newly-elected officers.
- Statement of Officer is completed (to be filed locally).
- Newly-elected officers may take the Oath of Office.
- After taking the Oath of Office, newly-sworn officers may assume the duties of their office.

Budget Implications

None

Operational Impact

None

Legal Review

None

Staff Recommendation

Supporting Documentation and Attachments