



STAFF REPORT

MEETING DATE:	May 13, 2025
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 2025-02, Post-Election Procedures and Qualifying for Office for May 3, 2025, 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.

Election Advisory 2025-02 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.

Judge Cass Calloway will administer the Oaths of Office during the scheduled event. For any elected officials unable to attend, the City Secretary will administer the oaths at a later date in accordance with Section 602.002 of the Texas Government Code.

Budget Implications

None

Operational Impact

None

Legal Review

None

Staff Recommendation

Supporting Documentation and Attachments