**Start Dates for Terms of Certain Local Offices**

**Summary:** Senate Bill 105 authorizes a city to determine the start date of a regular term of office for a city officer by resolution of the city. The bill requires the start date be on or after December 1 following certification of the election and no later than the second Monday in January. If the city does not establish an alternative date, the bill specifies such term will begin on the second Monday in January. This law is effective on July 1, 2019.

---

**Do You Need to Change Your Ordinance for Swearing in Newly Elected Officers?**

**Step 1: Does your city’s election ordinance (charter or ordinary) set the date for when newly elected officials take office?**

---

**NO**

Action: Set new date by resolution. There is not a set format for resolutions in statute. Use your city’s regular process.

---

**NOT SURE**

STOP. Read charter ordinance and then go back to Step 1.

---

**YES**

Amend Charter or Ordinary Ordinance to say:

Date will be set by resolution

OR

Amend Charter Ordinance to:


   AND EITHER

   a. Set a date in charter ordinance

   OR

   b. Set a date by ordinary ordinance

---

**Things to Consider When Picking a Swearing In Date:**

The date your city chooses can be any day on or after December 1, following the certification of the election but no later than the second Monday in January. Think about these items when choosing a date:

- Do you want a specific day?
- What happens if the date falls on a weekend?
- Do you want to pick the first regular meeting on or after December 1?
- Would it be best to choose a date that isn’t specific (i.e. the first Tuesday in December)?
- Avoid major holidays.

Be sure to pick the best option for your city!