

To: Newly Elected Officials
From: Scott Turnbull, Elections
Date: Administrator December 1, 2017
Subject: *ELECTION CERTIFICATION*

Congratulations on your successful venture running for elective office.

Prior to taking office you must still “qualify”. In order to qualify you must still be a registered voter within the district, take an oath of office, and be certified as the successful candidate for the office.

Enclosed with this letter is a “*Notice of Election*” that provides your certification. At the bottom of the notice is an “*Oath of Office*”. The oath must be taken and certified by an officer, notary public, or other person legally able to administer an oath.

Please keep the original for yourself but a signed copy of the notice and oath ***must*** be returned to this office.

In order to maintain continuity of office, you are allowed to take the oath no sooner than 10 days of the end of December. A “formal” swearing-in ceremony organized by your district Board may take place later; please check with them.

Once again, congratulations.