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## MEMORANDUM

**TO:** Howey-in-the-Hills Town Council  
**FROM:** Heather M. Ramos  
**DATE:** November 8, 2018  
**SUBJECT:** Processes for Electing the Mayor and Mayor Pro Tempore and Administering the Oath of Office; Official Terms for Newly Elected Councilors

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This memorandum provides an outline of the applicable Town Charter and Code of Ordinance provisions pertaining to the election of the Mayor, the Mayor Pro Tempore, the administration of the oath of office and information pertaining to newly elected Councilors.

### **Election of the Mayor**

- The Mayor shall be elected by majority vote of the Town Council from its membership at the Town Council's first regular meeting following a general election. [Section 3.a. Charter].
- The Mayor must be elected on November 13, 2018.
- It is the duty of the Mayor elect, prior to taking office, to take before the Town Clerk or Town Attorney the following oath of office: "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 against all enemies, domestic or foreign, and that I will bear true faith, loyalty and allegiance to the same; that I am entitled to hold office under the Constitution; that I will faithfully perform all the duties of the office of the Mayor of Howey-in-the-Hills, on which I am about to enter, so help me God." [Section 23-5, Code of Ordinances].

### **Election of the Mayor Pro Tempore**

- The Mayor Pro Tempore shall be elected by majority vote of the Town Council at the Town Council's first regular meeting following a general election. [Section 3.f. Charter].
- The Mayor Pro Tempore must be elected on November 13, 2018.
- The Mayor administers the oath of office (above as modified for the Mayor Pro Tempore position) to the Mayor Pro Tempore. [Section 23-5, Code of Ordinances].

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**Newly Elected Councilors**

- Must take the oath of office within 40 days after the election. [Sec. 13-12, Code of Ordinances].
- The official term of elective Town officers begin at the first regular Town Council meeting in December. [Sec. 13-13, Code of Ordinances].
- The official term of the newly elected Councilor will begin on December 10, 2018.
- The Mayor administers the oath of office (above as modified for the Councilor position) to newly elected Councilors. [Section 23-5, Code of Ordinances].