



## Staff Report

**File #:** 22-444  
**Version:** 1

**Date:** 9/26/2022  
**Item #:** 7.2a.

**TO:** Mayor and City Council  
**THROUGH:** Keith Stahley, City Manager  
**FROM:** Dan Atchison, City Attorney

### **SUBJECT:**

Ordinance bill designating individuals to administer City oaths of office.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Good Governance

### **SUMMARY:**

Ordinance bill amends the Salem Revised Code to designate certain classes of individuals to administer City oaths of office. Ordinance Bill No. 17-22.

### **ISSUE:**

Shall City Council pass Ordinance Bill No. 17-22?

### **RECOMMENDATION:**

Pass Ordinance Bill No. 17-22.

Note: First reading was not conducted on September 12, 2022, and to comply with state law requirements, both first and second readings will be conducted at the September 26, 2022 meeting.

### **FACTS AND FINDINGS:**

Certain appointive City offices and the Municipal Court Judge are required to take an oath of office as prescribed by the Salem Revised Code (Code). The Mayor and City Councilors are not required to take an oath, but traditionally the Mayor and City Councilors take a ceremonial oath at the beginning of their first term.

Currently, the City Code is silent as to who may administer an oath, and the City relies on Oregon law to provide authority to administer an oath.

The proposed ordinance will clarify who may administer a City oath to include any City elected official (Mayor, City Councilor, or Municipal Court Judge), the City Attorney, a judge or magistrate of any court of record in the state of Oregon, or a notary public. These categories are consistent with state law that provides authority for the elected or appointed head of a state department, a judge, or notary public.

**BACKGROUND:**

None.

Dan Atchison  
City Attorney

**Attachments:**

1. Ordinance Bill No. 17-22.