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**Subject:** Newly Elected Officials Policy and Training Guidelines  
**Policy No.:** 000-0009  
**Effective Date:** Revised on 8/24/2015

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- The Mayor and Council serve four year terms beginning at 12:00 am January 1st and ending at 11:59:59 pm on December 31st; and
- Therefore, It is hereby clarified that all insurance benefits, salary, worker's compensation and other rights and privileges as an elected official will end as of 11:59:59 pm on December 31st for the official whose term has expired; and
- The qualifying event for purposes of insurance coverage shall be the date of election of the Mayor and City Council Members who elect coverage.
- The newly elected official as a result of a general election will be clothed with insurance benefits, salary, worker's compensation and all other rights and privileges of Mayor and or Council Member beginning at 12:00 am on January 1 regardless of whether or not the Ceremonial "Oath of Office/Swearing In" has taken place; and
- The newly elected official as a result of a special election will be clothed with insurance benefits, salary, worker's compensation and all other rights and privileges of Mayor and/or Council Member beginning immediately after the swearing in/oath of office ceremony; and
- The newly elected official, will be required, as per State Law (O.C.G.A. 36-45-1), to attend the Newly Elected Officials Training within the first 12 months of taking office (**or as soon as practical in the event of a special election**) and is strongly encouraged to attend both Municipal Finance I and Municipal Finance II training classes as offered by the Georgia Municipal Association Harold F. Holtz Municipal Training Institute as soon as practicable; and
- All newly elected officials, once sworn in, shall attend an orientation session with the City Manager and the City Management Team. The orientation shall consist of a tour of City facilities, review current and future projects, and an introduction to the departmental structure and function as well as sign and review all personnel paperwork. This orientation should take place within the first 30 days of taking office.
- All elected officials of the City of Woodstock are strongly encouraged to attend both the required and elective classes as offered by the Georgia Municipal Association Harold F. Holtz Municipal Training Institute as soon as practicable.

**CITY OF WOODSTOCK, GEORGIA**

**ELECTED OFFICIALS OATH OF OFFICE SCHEDULE**

**ODD NUMBERED YEARS**

<b>Election Type</b>	<b>Election Date &amp; Qualifying Event</b>	<b>Officially Takes Office</b>
<b>Special Election</b>	<b>3<sup>rd</sup> Tuesday in March</b>	<b>Immediately after swearing in/oath of office taken (2<sup>nd</sup> Monday in April)</b>
<b>Special Election Runoff</b>	<b>2<sup>nd</sup> Tuesday in April</b>	<b>Immediately after swearing in/oath of office taken (4<sup>th</sup> Monday in April)</b>
<b>Special Election</b>	<b>3<sup>rd</sup> Tuesday in June</b>	<b>Immediately after swearing in/oath of office taken (2<sup>nd</sup> Monday in July)</b>
<b>Special Election Runoff</b>	<b>2<sup>nd</sup> Tuesday in July</b>	<b>Immediately after swearing in/oath of office taken (4<sup>th</sup> Monday in July)</b>
<b>Special Election</b>	<b>3<sup>rd</sup> Tuesday in September</b>	<b>Immediately after swearing in/oath of office taken (2<sup>nd</sup> Monday in October)</b>
<b>Special Election Runoff</b>	<b>2<sup>nd</sup> Tuesday in October</b>	<b>Immediately after swearing in/oath of office taken (4<sup>th</sup> Monday in October)</b>
<b>Special Election</b>	<b>The Tuesday after 1<sup>st</sup> Monday in November</b>	<b>Immediately after swearing in/oath of office taken (3<sup>rd</sup> or 4<sup>th</sup> Monday in November)</b>
<b>Special Election Runoff</b>	<b>1<sup>st</sup> Tuesday in December</b>	<b>Immediately after swearing in/oath of office taken (2<sup>nd</sup> Monday in December)</b>
<b>Municipal General Election</b>	<b>The Tuesday after 1<sup>st</sup> Monday in November</b>	<b>12:00 AM on January 1</b>
<b>Municipal General Election Runoff</b>	<b>1<sup>st</sup> Tuesday in December</b>	<b>12:00 AM on January 1</b>

**\*Special Elections in Odd Numbered Years can only include questions in March/November**

**EVEN NUMBERED YEARS**

<b>Election Type</b>	<b>Election Date &amp; Qualifying Event</b>	<b>Officially Takes Office</b>
<b>Special Election</b>	<p>3<sup>rd</sup> Tuesday in March</p> <p>Provided, that in the event of a presidential primary, it shall be held on the same date and in conjunction with the presidential primary</p>	Immediately after swearing in/oath of office taken (2 <sup>nd</sup> Monday in April)
<b>Special Election Runoff</b>	2 <sup>nd</sup> Tuesday in April	Immediately after swearing in/oath of office taken (4 <sup>th</sup> Monday in April)
<b>Special Election</b>	The date of the general primary (TBA)	Immediately after swearing in/oath of office taken (TBA)
<b>Special Election</b>	The Tuesday after 1 <sup>st</sup> Monday in November	Immediately after swearing in/oath of office taken (3 <sup>rd</sup> or 4 <sup>th</sup> Monday in November)
<b>Special Election Runoff</b>	1 <sup>st</sup> Tuesday in December	Immediately after swearing in/oath of office taken (2 <sup>nd</sup> Monday in December)

O.C.G.A. 21-2-540 (Dates Subject to Change Per State Law)