

Status **Pending** PolicyStat ID **20585369**



San Bernardino County Employees'
Retirement Association

Origination	5/5/2016
Last Approved	N/A
Effective	6/4/2026
Last Revised	6/1/2023
Next Review	6/7/2029

Area	General
Applicability	SBCERA systemwide

Oath of Office

POLICY NO. 018

I. PURPOSE

An Oath of Office is required to be administered to each seated San Bernardino County Employees' Retirement Association (SBCERA) Board of Retirement (Board) Trustee, whether an elected, re-elected, appointed or ex-officio Trustee, and newly seated Chief Executive Officer (CEO) and Chief Counsel.

II. POLICY

Before any Board Trustee, the CEO or Chief Counsel enters upon the duties of his/her office, he/she must take and subscribe to the oath or affirmation from Article 20, Section 3 of the California Constitution.

The Oath of Office shall be administered by the Board Secretary or designee, by any Board member, or by any other public official authorized to administer such oath. The oath for Board Trustees may be administered at any time. The formal acknowledgment ceremony or oath may be administered for Trustees at the first regularly scheduled Board meeting in January, at a Special Session duly noticed for the purpose of swearing in new members and conducting such other business as the Board determines, or at any time prior to the commencement of official duties of office by the Trustee. The CEO and Chief Counsel may be sworn in at any time prior to the commencement of official duties or as soon as practical thereafter.

The Oath of Office shall be properly verified by the administering officer and filed with the Board Secretary.

Approval Signatures

Step Description	Approver	Date
Policy Owner	Debby Cherney: Chief Executive Officer	Pending

Applicability

SBCERA, SBCERA Internal