



## Officer Installation Ceremony Guidelines

Your chapter may want to follow these ceremony guidelines when installing your chapter's officers.

1. The chapter should carefully select the person to serve as the installing officer for the new officers. If available, a current national officer would be appropriate. Other possible persons would be a past national officer, or a past chapter President of high regard by the chapter.
2. It would be appropriate for the installing officer to make several remarks about the history of the chapter, the traditions of the chapter, and accomplishments of the chapter, reminding the new officers of the leadership shoes they are about to fill.
3. A challenge should be issued to the membership to assist and support the new officers and to volunteer, when requested, to serve on committees and become future officers of the chapter.
4. Acknowledge and recognize the outgoing officers and the contributions they have made to the successes of the chapter. Make presentations, if traditional.
5. Have each new officer rise and stand before the podium, facing the membership. Read the duties of each officer and ask if they still are committed to serving the chapter in the office to which they have been elected.
6. Read the APWA "Standards of Professional Conduct" to those assembled. (These are available at the bottom of the [About](#) page.)
7. Read an admonition to the new officers. The following statement is presented as a model that can be modified or changed to meet local traditions and preferences:

*"Election to a position of leadership in a volunteer organization is an honor and unique responsibility. Your fellow members, by electing you, have expressed a particular confidence in each one of you to lead and direct this chapter for the coming year. First, they believe that you have the ability to lead the chapter and discharge your duties with effectiveness and distinction and secondly, they have given you their trust. As officer of the \_\_\_\_\_ Chapter of the American Public Works Association, you will represent to the members and people of this area the true nature of our people serving profession. You are expected to be the voice of the public works profession and represent the*

*Association in a professional and ethical manner. As Chapter officer, you will represent to your fellow citizens the highest standards of our worthy and noble profession. You are admonished to be an outstanding example of the pride, professionalism, and dedication represented throughout our Association and our profession.”*

8. Administer the “Oath of Office” (see above).
9. Declare each new officer as officially installed in the appropriate office and congratulate each.
10. Introduce the new officers to the gathered membership.