

Oath of Office

After being notified of an appointment to the plan commission, members should sign an oath of office.¹ Town and village officers have five days to sign the oath, city officers ten days, and county officers twenty days. The oath is administered by the clerk of the local jurisdiction and filed with that clerk's office. Oral swearing in may be customary in some communities but is not required.² Failure to file the oath within the specified time period constitutes refusal to serve in the office. In such cases, the office becomes vacant.³

Sample Oath

"I, _____, having been appointed to the City/Village/Town/County of _____ Plan Commission swear that I will support the constitution of the United States and the constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of said office to the best of my ability.

Signature of plan commission member
Signature of officer administering oath

Subscribed and sworn to before me this _____ of _____, 20____."

Adapted from *Wisconsin Town Law Forms, 19.01(1) Official Oath*. May 2011. State of Wisconsin.

¹ Wis. Stat. §§ 19.01 (form of oath), 59.21 (counties), 60.31 (towns), 61.21 (villages), and 62.09 (cities).

² *The Municipality*. April 2007 Comment. League of Wisconsin Municipalities,

³ Wis. Stat. § 17.03(7).