



CERTIFICATE OF APPOINTMENT – PUBLIC LIBRARY BOARD MEMBER

Form for Class I Libraries

State Form 31873 (R5 / 5-17)

INSTRUCTIONS: (See IC 36-12-2-19; IC 5-4-1-1.2; IC 5-4-1-4)

1. Appointing Authority completes the "Appointment" section then delivers this Certificate of Appointment to the board appointee in person or by mail.
2. Within 10 days of receiving the Certificate of Appointment, the library board appointee must take the oath of office and ensure the "Oath of Office" section is completed. The oath may be administered by the circuit court clerk, a notary public, or anyone else authorized under IC 33-42-4-1 or IC 33-42-9-7 to administer oaths.
3. The library board appointee must file the completed Certificate of Appointment with the library and with the clerk of the circuit court of the county in which the library is located. **The form must be filed with the clerk of the circuit court not later than 30 days after the board term begins.**

APPOINTMENT

I/We _____,
Name(s) of Official(s)

_____, of
Title(s)

_____ of _____, Indiana
Name of Appointing Authority(ies) *Municipal Corporation(s)*

hereby certify that I/we have duly appointed _____ to the
_____ Public Library Board,

said term beginning on the ____ day of _____, 20__ and ending on the ____ day of _____, 20__.

This is a full 4-year term. - OR -

This is a partial term to complete the unexpired term of _____.
Name of Appointee Being Replaced

WITNESS, MY HAND AND OFFICIAL SEAL, THIS _____ DAY OF _____, 20__.

Signature of appointing official or attesting officer

(Additional line for signatures if joint appointment occurs)

OATH OF OFFICE

STATE OF INDIANA)
) SS
_____ COUNTY)

I, the undersigned, do hereby solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Indiana and to the best of my ability will faithfully, impartially, and diligently discharge the duties and accept the responsibilities of a member of the Library Board of the _____ Public Library, and that I will observe and obey all the laws relating to said office now in force or which may hereafter be enacted during my term of service.

Name of Appointee

Signature of Appointee

SUBSCRIBED AND SWORN TO ME THIS _____ DAY OF _____, 20__.

Signature

Printed Name

Title

If the person administering the oath is a notary public, add the county of residence and date of commission expiration.

County of Residence _____ Date Commission Expires ____/____/____