

## **Eastport Oath Policy Procedures**

Revised 10 January 2024

*See the Eastport Oath Policy, which this procedure is determined by and implements.*

Procedures:

1. Any City employee taking an oath for an office held as part of their employment must sign the oath using their legal name.
2. Any individual taking an oath for an office defined by statute or by the City Charter must sign the oath using their legal name. This includes members of the Planning Board, the Zoning Board of Appeals, the Historic Review Board, the School Committee and the Budget Committee.
3. Any individual taking an oath for a position on an ad-hoc advisory Committee created by the City Council may sign that oath using their commonly recognized name.
4. Individuals required to sign with their legal name may be requested to provide government ID confirming that name.
5. Individuals required to sign with their legal name may request to have their commonly recognized name added to their name on their as an “aka” if they wish, i.e. “John Smith aka Jack Smith.”
6. Individuals permitted to sign with their commonly recognized name are not required to provide evidence confirming that name. To ensure that the name is in fact commonly recognized, the commonly recognized name should be used when nominating the individual to the office.