



## **Suggested Script for the Installation of Section and Branch Officers**

### **Introduction of Installing Officer by Presiding Officer**

### **Opening Remarks of Installing Officer**

Tell audience the duties of those officers being installed – from Constitution and Bylaws.

### **Charge of Responsibility to Incoming Officers**

*"Election to a position of leadership in a volunteer organization is an honor and unique responsibility. Your fellow members, in electing each of you to your respective offices, have given you their trust. They have expressed confidence that you will be able to discharge your various duties with effectiveness and distinction. As officers of the \_\_\_\_\_ Section (or Branch) of the American Society of Civil Engineers, you will represent your membership to the citizens of this geographic area."*

*"As a Civil Engineer, you have dedicated your professional and technical knowledge to the advancement and betterment of society. You have pledged to do your best; to participate at the highest ethical standards of professional engineering conduct; and to serve the public above all other considerations."*

*"Do you pledge to uphold the governing documents of the American Society of Civil Engineers and those of this Section (or Branch), and do you, in the presence of your fellow members, pledge yourself faithfully to discharge the duties of the office to which you have been elected, to the best of your ability? If so, please answer I will."*

*"And now, will all members of the American Society of Civil Engineers please stand."*

*“You have heard the pledge of your officers-elect. Unless they have your whole-hearted support, they will not be able to fulfill their pledge so faithfully given. Do you therefore, promise to support your officers as they guide the \_\_\_\_\_ Section (or Branch) through the coming year? Will you assist them whenever you are called upon for help in undertaking the various activities they plan? Will you encourage and advise them, and refrain from unjust criticism of their plans and actions? If so, please answer I will.”*

*“Let these mutual pledges be your commitment that the American Society of Civil Engineers may be an increasingly greater force for the well-being of all citizens of the world whose lives are impacted by our civil engineering projects. Ladies and gentlemen in the audience, you may be seated.”*

*“As the delegated representative of the President and Board of Direction of the American Society of Civil Engineers, I now declare each of you officially installed into the office for which you were elected. My congratulations and best wishes to each of you.”*

### **Presentation of Gavel**

(Installing officer calls upon the Immediate Past-President to present gavel to the newly installed President.)

*“Past President \_\_\_\_\_, will you please hand the gavel to President \_\_\_\_\_. By this symbolic act, the authority and responsibility of leadership is transferred to you and the other new officers.”*

### **Response by New President**