

PECAN VALLEY RWD
COMANCHE COUNTY RWD #5
12 Winding Creek Rd, Lawton, OK 73505
580-510-0306
www.PecanValleyRWD.com

SUMMARY OF OKLAHOMA OPEN MEETING LAW

A. General Rules

1. Applies to all public entities including committees.
2. Must be open meeting in a convenient location with proper public notice.
3. May not have casual meetings or telephone polls.
4. Executive sessions must be voted upon by the Board as a whole and then only for the following purposes:
 - a. hiring and firing;
 - b. labor negotiations;
 - c. purchase or appraisal of real estate;
 - d. confidential conversations with attorney.
5. Must have clear written minutes of each meeting.
6. The votes must be publicly cast and recorded.
7. Continuations must be announced publicly in the original meeting with the date, time and place of continued meeting publicly stated.
8. No “new” business at continued or special meetings.

B. Notice Requirements

1. Regular Meeting
 - a. Written Notice to Clerk by December 15 of the date, time and place of the regular meetings for the following calendar year.
 - b. 24 hours prior to each meeting, post a notice of the date, time place and agenda of the meeting.
2. Special Meeting
 - a. Written or telephone notice to the Clerk 48 hours prior to the meeting.

- b. 24 hours prior to each meeting post a notice of the date, time, place and agenda of the meeting.
3. Continued Meeting
 - a. Notice is given by open announcement of the date, time and place of the continued meeting.
4. Emergency Meeting

As much notice as possible must be given.

OTHER RULES

1. New business, not known or reasonably foreseen, may be taken up at regular meetings only.
2. 48-hour notice can include holidays, weekends, etc. We do not recommend.
3. 24-hour notice excludes holidays, weekends, etc.
4. Written minutes of all meetings must be maintained and available for public inspection.
5. Amendments to regular meeting notices may be made during the calendar year if done at least 10 days prior to a meeting.
6. Open Meeting Act does not provide for or guarantee citizens the right to participate in the governmental decisions being made at an open meeting nor does it provide citizens a right to express their views on the issues being considered at the meeting. If a public body establishes an open forum for citizens to speak, it may establish reasonable time, place, and manner restrictions. *February 24, 1999 (AG Op. No. 98-45*
- 7.

Penalties

1. Actions taken in willful violation are invalid.
2. Persons willfully violating the law are subject to fine and imprisonment.

EXHIBITS

- a. Copy of law;
- b. Notice of Regular Meetings;
- c. Notice of Special Meeting:
- d. Notice and Agenda
- e. Form of Resolution
- f. Sample Minutes