

TOWN OF OOLOGAH

RULES OF PROCEDURE FOR TOWN BOARD MEETINGS

REGULAR AND SPECIAL MEETINGS:

All meetings of the Town of Oologah town board will be held in compliance with state statutes, including the Oklahoma Open Meetings Act (Title 25 O.S. Sect. 301-314), and with the following rules.

1. Regular Meetings

Regular Meetings of the Town/Town Board will be held on the first Tuesday of each month and next to last Thursday of each month, beginning at 7 p.m. at Town Hall, Oologah, Oklahoma, unless otherwise rescheduled by calling a Special Meeting or reconvened by a majority vote of the board.

2. Posting Requirements for Regular Meetings

By December 15th of each calendar year the public body is required to give notice, in writing, date, time and place of the regularly scheduled meetings. In addition to the yearly notice, the clerk shall post notice and the agenda of regular meetings 24 hours (excludes Saturday, Sunday and legally declared holidays) before the regular meeting at the Town Hall and by email with the County Clerk.

3. Special Meetings and Posting Requirements

A special meeting shall be called by the Mayor or any three members of the board where the board. The Clerk shall provide notice to each member of the board, served personally or by email or left at the board member's usual place of residence. Such Special Meetings will only address matters on the posted agenda and will exclude 'New Business' or 'Unanticipated Business'. Notice is to be given to the Clerk 24 hours before the meeting and the agenda shall be posted 48 hours prior to the Special Meeting at the town hall, and by email with the County Clerk.

4. Minutes of Regular and Special Meetings

The Town Clerk shall attend the Board Meetings and record all the proceedings and resolutions of the Board in accordance with the Open Meetings Act. In the absence of the Clerk, the Board may appoint one of its own members or another person to temporarily perform the Clerk's duties.

CONDUCT OF MEETINGS

5. Meetings to be Public

All regular and special meetings of the board shall be open to the public. Citizens may, if the Board allows, be given reasonable opportunity to be heard in accordance of such rules and regulations that the Board may determine.

All official meetings of the Board and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

6. Agenda Preparation

The Town Clerk shall prepare an agenda for each regular Town Board meeting. Agenda requests may be added by any board member, the Chief of Police, the Town Clerk, or the Town Attorney by contacting the town Clerk. Citizens may request agenda items to be added to regular meeting agendas, by written request, at least three (3) business days in advance of a regularly scheduled meeting. Agenda requests must be made to the Clerk, with the appropriate detailed supplementary information provided. The Clerk reserves the right to require all items of a given agenda be presented in writing.

7. Agenda Distribution

Agendas, along with appropriate support information, will be provided to the Town Board no later than twenty-four (24) hours prior to the meeting. Support information gathered less than twenty-four (24) hours prior to the meeting will be distributed as soon as possible after receipt.

As a professional courtesy to staff, Board members shall make every effort to indicate to clerk and staff if technical questions are going to be asked. Board members shall review information regarding the Town Board meeting prior to the meeting.

Board members shall direct all inquiries regarding Town Board meeting agenda items or town activities, policies, or issues to the Clerk. The Clerk may direct other staff persons to respond, unless inquiries are relevant to statutorily required or assigned responsibilities of the staff person.

8. Quorum

A majority of the entire elected or appointed members of the town board shall constitute a quorum for the transaction of business at all town meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

9. Attendance at Town Board Meetings

Election to the town board is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Town Board meetings and activities and represent the residents of the Town of Oologah. Attendance at Town Board meetings is critical to fulfilling this responsibility.

If a Town Board member has missed more than ½ of the meetings, regular or special, in a four consecutive month period, the Town Board may declare a vacancy in his/her office and proceed to fill the vacancy in accordance with Oklahoma Statutes.

10. Presiding Officer

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Mayor, and in his absence the Acting Mayor, shall be the presiding officer.

11. Disorderly Conduct

The Presiding Officer (Chair) may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the Chair determines whether the person is in order. If the person shall continue to be disorderly and disrupt the meeting, the Chair may order a police officer to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

EXECUTIVE SESSIONS

12. Purposes of Executive Sessions

Executive Sessions may be held for only the reasons authorized in Title 25 O.S. Section 307 of the Oklahoma Open Meetings Act, which are as follows:

- To consider the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer.
- For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the board.
- To consider material exempt from discussion or disclosure by state or federal statute.

13. Calling an Executive Session

At regular and/or special meetings the board may by 2/3 vote may go into Executive Session to discuss matters as outlined in section (12). The proposed Executive Session must appear on the posted agenda and quote section of Oklahoma law authorizing the Executive Session.

14. Confidentiality of Executive Session /Information

A town member of the board shall not divulge to unauthorized person confidential information discussed in an Executive Session in advance of the time prescribed for its authorized release to the public by the Town Board. Members of the board shall honor the confidentiality of the debate or discussion taken place in the Executive Session and be aware of the potential financial liability and/or harm of the reputation of the Town by premature disclosure.

DISCUSSION AND VOTING

15. Rules of Parliamentary Procedure

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable, provided that they are not in conflict with these rules, Town Ordinances or applicable State Statutes. The Chair shall preserve order and decorum and may speak to points of order in preference to other Board Members. The Chair shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Board Members present. Any member may appeal to the Board a ruling of the presiding officer. If the appeal is seconded, the member making the appeal

may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "yes," the ruling of the Chair is sustained; otherwise it is overruled.

16. Conduct of Discussion

During the Board discussion and debate, no member shall speak until recognized for that purpose by the Chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the Chair, maintain a courteous tone and avoid interjecting a personal note into debate. No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so. The Chair, at his discretion and subject to the appeal process mentioned herein may permit any person to address the Board during its deliberations.

17. Ordinance and Resolutions

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes as such.

18. Roll Call

In all roll call votes, the Clerk shall rotate the roll call, with the presiding officer voting last.

19. Duty to Vote

Election to a deliberative body carries with it the obligation to vote. Board members present at a Board meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Board member who is present and abstains or does not respond to a roll call vote shall be counted as voting No and shall be so recorded, unless otherwise excused or prohibited by law from voting. Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the Town Attorney shall be binding on the Board with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the Town Attorney. The right to vote is limited to the members of Board present at the time the vote is taken. Voting by proxy or telephone is not permitted.

20. Results of Voting

In all cases where a vote is taken, the Clerk shall declare the result. It shall be in order for any Board Member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Board. When a motion to reconsider fails, it cannot be renewed.

CITIZEN PARTICIPATION

21. General

Each regular Town Board meeting agenda shall provide for reserved time for audience participation. Each participant wishing to address the board shall sign in with the Clerk, providing name and contact information, prior to the meeting. The presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

22. Length of Presentation

Any person who addresses the Town Board during meeting or public hearing shall be limited to 3 minutes in length per individual presentation at the request of the Chair and shall apply to all individuals who address the Board for the duration of that meeting . The Clerk will maintain the official time and notify the speakers when their time is up. The presiding officer reserves the right to extend the comment time.

23. Addressing the Board

When a person addresses the Board, he shall state his or her name and home address. Remarks should be confined to the question at hand and addressed to the Chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

MISCELLANEOUS

24. Guidelines of Conduct

Members of Town Board shall refrain from argument with a member of the public or staff at Town Board meetings since these arguments seldom resolve concerns and many times inflame feelings at a public meeting. Any concerns by a member of Town Board over the behavior or work of a Town employee during a Board meeting should be directed to the Town Clerk or Police Chief to ensure the concern is addressed. There shall be mutual respect from both Staff and Board Members of their respective roles and responsibilities when and if expressing criticism in public session.

25. Adoption and Amendment of Rules of Procedure

The Town Board may alter or amend these rules at any time by a majority vote.

26. Suspension of Rules

The rules of the Town Board may be suspended for a specified portion of a meeting by a majority vote, except that the Board shall conform to state statutes and to the Oklahoma and the United States Constitutions.

27. Committees

Special committees may be established for a specific period of time by the Board that specifies the task of the special committee.

28. Minutes

Minutes are recorded to provide an accurate written history of the proceedings of a board, commission, or committee meeting. The Clerk shall obtain the names of members of the public and guests attending the meeting by having them sign in and provide phone number and address as they enter the room and indicate if they desire to provide public comment. The only actions that **must** be recorded in the minutes are motions made, seconds to motions, and votes taken. The record of each motion will include the name of the person making the motion, and the name of the seconder. The minutes must also indicate the action taken on the motion, generally "passed" or "failed." Amendments to motions will be entered in the order in which they are made. They must be voted on in reverse order with the last amendment being voted on before the first amendment. When the first amendment is voted on, it includes amendments made after it. After all amendments have been voted on, the main motion is voted on "as amended." The entire motion, including all of the motions passed, must be voted on as a total unit. Only the final, amended motion is required to be recorded in the minutes of the meeting. Unapproved minutes of regular or special meetings shall be available for public inspection not more than eight business days after such meeting. Approved minutes shall be available for public inspection not later than five business days after the meeting at which the minutes were approved.

29. Tape Recordings, Videotaping, Telecasting, Media

In accordance with the Oklahoma Open Meetings Act, the right of a person to attend a public meeting includes the right to tape record, videotape or telecast the proceedings. However, the Town Board and Oklahoma Statutes require that this not be done in a disruptive or intimidating manner.