


Filing Meetings

February 2022

Oklahoma Open Meeting Act



Districts are
required to hold
monthly meetings

Meetings are
governed by the
Act

Districts must
adhere to the Act

*Act applies to both formal & informal meetings

Regular Scheduled Meetings

OCC-4A (8/21)

**NOTICE OF SCHEDULE OF REGULAR MEETINGS
FOR CALENDAR YEAR 2022**

In accordance with the Oklahoma Open Meeting Law, Title 25 of the Oklahoma Statutes, Sections 301 and following as amended, the Logan County Conservation District Board of Directors, a governmental subdivision and public body of the State of Oklahoma, with offices located at 2227 Iron Mound Dr. Guthrie, OK 73044 files with the County Clerk of Logan County, Oklahoma, this schedule of meetings for the above calendar year.

MEETING DATE	TIME	PLACE
January 13, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044
February 10, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044
March 10, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044
April 14, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044
May 12, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044
June 9, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044
July 14, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044
August 11, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044
September 8, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044
October 13, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044
November 10, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044
December 8, 2022	9:30 am	312 E. Harrison Guthrie, OK 73044

Name of person reporting dates: Geisette Greenwell
(Print or Type)

Signature: [Signature]
Title: District Manager Date: 12/9/2021

COUNTY CLERK STAMPED COPY
DUE IN OCC OFFICE BY DECEMBER 15 OF EACH YEAR

- Upcoming year's dates and times must be filed with the county clerk by **December 15** each year
- Failure to file by **December 15** will result in every meeting being a Special Meeting
- Use form OCC-4A
 - All fields must be completed
- Make sure information is accurate and complete
- Email a copy of the county clerk stamped notice to OCC by **December 15**

*December 15 is required by statute; this is not an OCC rule.

Change of Meeting

OCC-4B (8/2013)

**NOTICE OF CHANGE IN MEETING DATE,
TIME AND/OR PLACE**

In accordance with the Oklahoma Open Meeting Act (Title 25 of the Oklahoma Statutes, Section 301 and following as amended) the Love County
Conservation District Board of Directors, a governmental subdivision and public body of the State of Oklahoma, with offices located at 1215 North Highway 77, Marietta, Oklahoma
files this Notice of Change of Meeting, Date, Time and/or Place with the County Clerk of Love County, Oklahoma.

Original Meeting Date, Time and Place 9:00 A.M. Tuesday, March 1, 2022 at First Methodist Church 603 W Main Marietta OK	
This is a:	
<input type="checkbox"/> Special Meeting	<input type="checkbox"/> Emergency Meeting
<input type="checkbox"/> Canceled Meeting	<input type="checkbox"/> Continued or Reconvened
<input checked="" type="checkbox"/> Rescheduled Regular Meeting	
New Meeting Date, Time and Place 9:00 A.M. Tuesday, March 8, 2022 First Methodist Church 603 W Main Marietta OK	
Remarks: Meeting date rescheduled.	
Filed in County Clerk's Office Marietta, Love County, Okla.	
JAN 18 2022	
NAME OF PERSON REPORTING:	
Name (Type or Print) <u>Betty Bone</u>	By <u>Shelly Russell</u> County Clerk
Title <u>District Manager</u>	Deputy <u>10:45 AM</u>
Signature <u>Betty Bone</u>	
Date <u>January 4, 2022</u>	

- Any change in date, time, or place of a regular meeting must be filed with the county clerk **at least 10 days prior** to the new date, time, or place
- 10 days notice **may** include Saturdays, Sundays, and holidays
- Use form OCC-4B
 - All fields should be completed
- Make sure information is accurate and complete
- Email a copy of the county clerk stamped notice to OCC

Change of Meeting

OCC-4B (8/2013)

**NOTICE OF CHANGE IN MEETING DATE,
TIME AND/OR PLACE**

In accordance with the Oklahoma Open Meeting Act (Title 25 of the Oklahoma Statutes, Section 301 and following as amended) the Love County
Conservation District Board of Directors, a governmental subdivision and public body of the State of Oklahoma, with offices located at 1215 North Highway 77, Marietta, Oklahoma
files this Notice of Change of Meeting, Date, Time and/or Place with the County Clerk of Love County, Oklahoma.

Original Meeting Date, Time and Place
9:00 A.M. Tuesday, March 1, 2022 at First Methodist Church 603 W Main Marietta OK

This is a:

☐ Special Meeting ☐ Emergency Meeting
☐ Canceled Meeting ☐ Continued or Reconvened
☒ Rescheduled Regular Meeting

New Meeting Date, Time and Place
9:00 A.M., Tuesday, March 8, 2022 First Methodist Church 603 W Main Marietta OK

Remarks:
Meeting date rescheduled.

Filed in County Clerk's Office
Marietta, Love County, Okla.

JAN 18 2022

NAME OF PERSON REPORTING:
Shelly Russell, County Clerk
By CSU Deputy

Name (Type or Print) Betty Bone
Title District Manager
Signature Betty Bone
Date January 4, 2022

- A change of meeting must be filed in advance of the original meeting date occurring
 - You can't change a meeting after the scheduled date has passed
- If the meeting date arrives and a change has not been filed, there are three options:
 - Hold the meeting
 - Cancel the meeting
 - Lack of Quorum

Special Meeting

OCC-4B (97/01)

**NOTICE OF CHANGE IN MEETING DATE,
TIME AND/OR PLACE**

In accordance with the Oklahoma Open Meeting Act (Title 25 of the Oklahoma Statutes, Section 301 and following as amended) the _____
Conservation District Board of Directors, a governmental subdivision and public body of the State of Oklahoma, with offices located at 155 E Renfrow, Arnett, OK 73832
files this Notice of Change of Meeting, Date, Time and/or Place with the County Clerk of
Ellis County, Oklahoma.

Original Meeting Date, Time and Place

This is a:

☒ Special Meeting ☐ Emergency Meeting
☐ Canceled Meeting ☐ Continued or Reconvened
☐ Rescheduled Regular Meeting

New Meeting Date, Time and Place
Wednesday, January 12th, 2022 1 pm 155 E Renfrow, Arnett OK 73832

Remarks:
January meeting date moved to ensure a quorum of members will be present.

NAME OF PERSON REPORTING:

Name (Type or Print) Lacie Landers
Title Secretary
Signature *Lacie Landers*
Date 1/5/2022

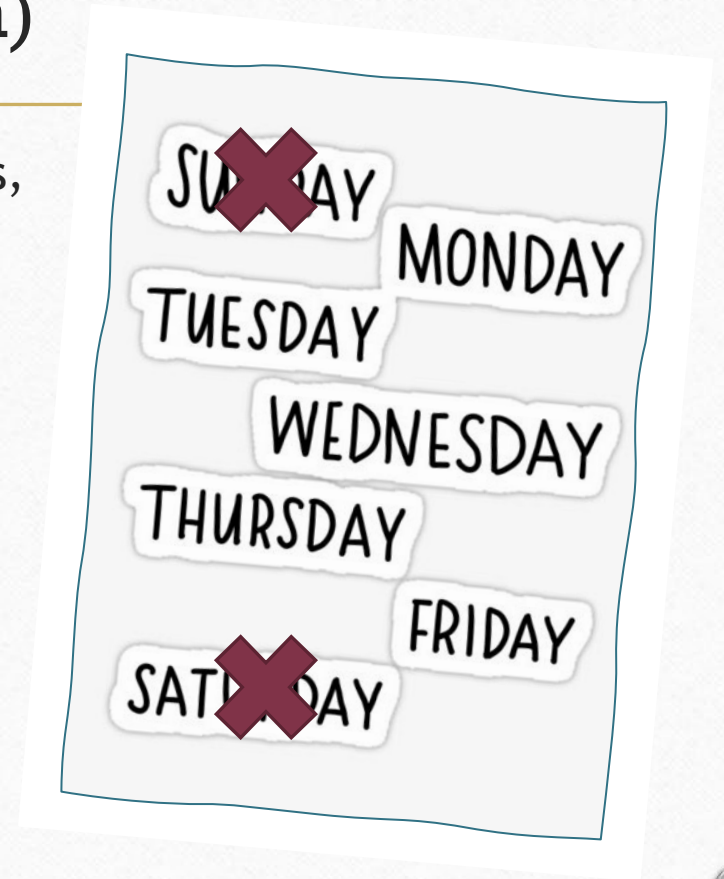
RECEIVED
JAN 12 2022
CLERK OF DISTRICT COURT
ELLIS COUNTY, OKLAHOMA

- Notice must be filed with the county clerk at least **48 hours prior** to the meeting
 - 48-hour notice **may** include Saturdays, Sundays, and holidays
 - If necessary, special meeting notice may be made by telephone or verbally
 - Some form of written notice must still be obtained from the county clerk
 - Use form OCC-4B
 - All fields should be completed EXCEPT the “Original Meeting, Date, Time and Place” field
 - Make sure information is accurate and complete
 - Email a copy of the county clerk stamped notice to OCC
- *New business may not be considered at a Special Meeting**

24-Hour Public Notice

(aka Posting the Agenda)

- Public notice of each meeting must be given at least 24 hours, **not** counting Saturdays, Sundays, or holidays, prior to each meeting.
 - If you have a 9:00 am Monday meeting, the agenda must be posted by 9:00 am Friday
 - If you have a 9:00 am meeting Tuesday following Labor Day, the agenda must be posted by 9:00 am Friday
- Notice must include the date, time, place, and agenda.



24-Hour Public Notice

(aka Posting the Agenda)

Methods of giving notice:

Post agenda in prominent
public view at the
principal District office

Always required

Post agenda to the
District's website

Required where applicable

Email agenda to those who
have requested it

Required if requested

Canceled Meeting

OCC-4B (07/01)

**NOTICE OF CHANGE IN MEETING DATE,
TIME AND/OR PLACE**

In accordance with the Oklahoma Open Meeting Act (Title 25 of the Oklahoma Statutes, Section 301 and following as amended) the Ellis County
Conservation District Board of Directors, a governmental subdivision and public body of the State of Oklahoma, with offices located at 155 E Renfrow, Arnett OK 73832
files this Notice of Change of Meeting, Date, Time and/or Place with the County Clerk of Ellis County, Oklahoma.

Original Meeting Date, Time and Place
Thursday, January 13th, 2022 1 pm 155 E Renfrow, Arnett OK 73832

This is a:

<input type="checkbox"/> Special Meeting	<input type="checkbox"/> Emergency Meeting
<input checked="" type="checkbox"/> Canceled Meeting	<input type="checkbox"/> Continued or Reconvened
<input type="checkbox"/> Rescheduled Regular Meeting	

New Meeting Date, Time and Place

Remarks:
Cancelled due to scheduling conflicts with board members there would not be a quorum

NAME OF PERSON REPORTING:

Name (Type or Print) Lacie Landers

Title Secretary

Signature Lacie Landers

Date 1/11/2022

- If a meeting must be canceled and the agenda has **not** been posted, complete form OCC-4B
 - All form fields should be completed EXCEPT the “New Meeting Date, Time and Place” field
- Post the completed form where the meeting agenda would normally be posted
- Retain form & agenda (if available) with the rest of the district minutes
- Email a copy of the completed form to OCC no later than 5 days after the cancellation

*You do **not** have to file a canceled meeting notice with the county clerk

Lack of Quorum

OCC-4C (10/09)

Notice of Lack of Quorum

The Arbuckle Conservation District Board of Directors did not meet to conduct business during their ☒ regular / ☐ special board meeting scheduled for January 10, 2022 due to lack of quorum.

Members Present: _____

Members Absent: Steven Harris
Eric Chapman
Johnnie Crutchfield
Gerald Winnard
Seth Coffey

Name of Person Reporting: _____
Name (Type or Print) Tammy Curry
Title District Secretary
Signature T CURRY (Affiliate) Digitally signed by T. CURRY (Affiliate)
Date 1-11-2022 Date: 2022.01.11 08:24:00 -08'00'

- If a quorum of board members is not present for a meeting, complete form OCC-4C
 - All form fields should be completed
- If the agenda has been posted, complete a lack of quorum form in lieu of a cancelation
- Retain form & agenda with the rest of the district minutes
- Email a copy of the completed form to OCC no later than 5 days after the no quorum meeting

Less Common Meeting Types

Emergency Meeting

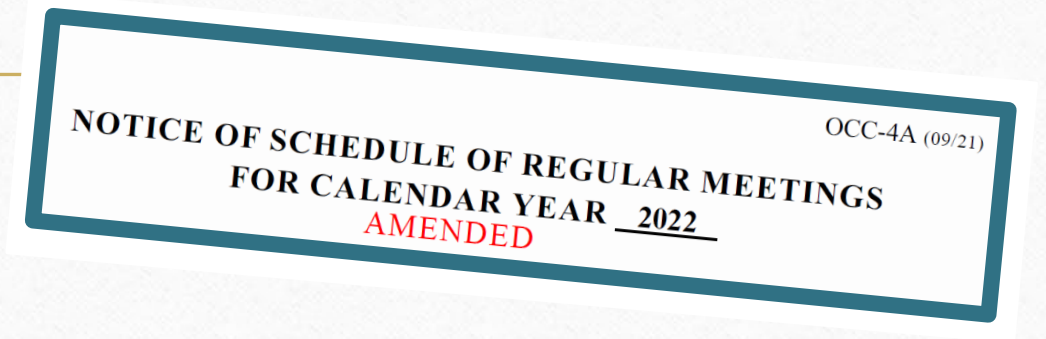
- Must give as much public advance notice as possible
- File with the county clerk verbally, via phone, or in writing. Form OCC-4B may be used
- OCC must receive written notice of the filing
- Agenda should be prepared & posted as soon possible

Continued or Reconvened Meeting

- Public notice of the date, time, and place must be given by announcement at the original meeting
- Notice of the continuation should also be posted with the meeting agenda

Remember

- Timeframe for a notice is based upon the date of filing/the county clerk's stamp
 - Intending to file a notice is not the same as actually filing
- OCC-4B can be used to for 2 actions
 - Cancel a regular meeting and schedule a special meeting with one form
 - Might occur if your regular meeting cannot happen but 10 days notice isn't possible



- OCC-4A can be used if you need to reschedule multiple regular meetings
 - Indicate on the form that it is “Amended” or “Rescheduled”

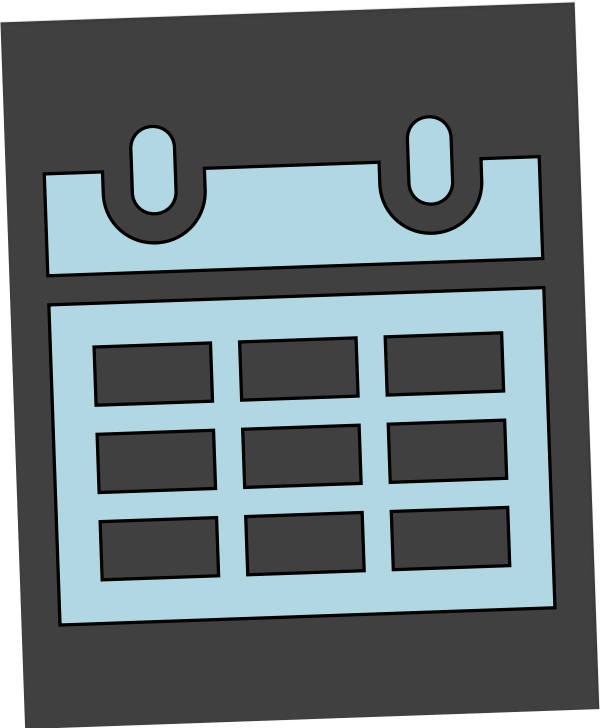
Count the Days

Meeting Notice

- Count Saturdays, Sundays, and holidays
- At least 10 days in advance for regular meetings
- At least 48-hours in advance for special meetings

Agenda Posting

- Do **NOT** count Saturdays, Sundays, or holidays
- At least 24 hours in advance of the meeting
 - Only exception of the 24 hour notice rule is an emergency meeting



Inform OCC

- Notice of Regular Scheduled Meetings
- Meeting Change Notices of any type
- Cancellation notices
- Lack of Quorum Forms

Must email a copy of the county clerk stamped notice to OCC as soon as possible after filing.

Are not filed with the county clerk, but a copy must still be emailed to OCC within 5 days of the cancellation or lack of quorum.

Email forms to districtminutes@conservation.ok.gov or clancy.green@conservation.ok.gov

March Trainings

Form I-9, Employment Eligibility Verification

March 16
1:30 - 2:30 pm

March 17
1:30 - 2:30 pm

Questions?