

**BOARD OF EDUCATION**  
**NOTIFICATION OF MEETINGS**

Notice of all meetings of the Board of Education shall be made in accordance with the Oklahoma Open Meeting Act.

**Notice to County Clerk**

Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.

Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least forty-eight (48) hours prior to the meeting.

Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

**Meeting Notices**

At least twenty-four (24) hours prior to a regular or special meeting, a meeting agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting. The calculation of the twenty-four (24) hour period shall exclude Saturdays, Sundays, and holidays.

Written notice of the date, time, and place of the meeting will be mailed or delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Such requests must be renewed annually, and an annual fee of Eighteen Dollars (\$18.00) will be charged to each person or entity that requests written notification.

**Continuing Meetings**

In the event any meeting of the board is to be continued or reconvened, public notice of the action, including the date, time, and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting.

**Internet Website**

Within 6 months of the establishment of an internet website the district shall make available on its website or on a general website, if a general website is used, a schedule and information about regularly scheduled meetings of the district's board of education. The information shall include the date, time, place, and agenda of each board meeting. When reasonably possible the district shall also provide information about the date, time, place, and agenda of any special or emergency

meeting of the district's board of education.

**Videoconference**

In any instance in which the board, in accordance with the Open Meetings Act, will conduct a meeting by videoconference, its meeting notice and agenda shall indicate that the meeting will include videoconferencing locations and shall state the location, address, and telephone number of each available videoconference site. The notice and agenda shall also state the identity of each member of the board of education who shall participate in the board's meeting by videoconference and the specific site from which each member of the board shall be physically present and participating in the meeting. If a code or password is required to access the videoconference meeting, the code or password shall be included in the public notice.

References: OKLA STAT. tit. 25, §307.1 (2021), 311; OKLA. STAT. tit. 74, §3106.2