



**MOORE NORMAN**  
TECHNOLOGY CENTER

**POLICY # 621**

*Adopted: December 18, 2014*

*Revised: January 18, 2018*

**BOARD OF EDUCATION POLICY**

**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.

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 six (6) months of the establishment of an internet website, the technology center 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 technology center's board of education. The information shall include the date, time, place and agenda of each board meeting. When reasonably possible, the technology center shall also provide information about the date, time, place and agenda of any special or emergency meeting of the technology center'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.

Reference: OKLA. STAT. tit. 25 § 311  
OKLA. STAT. tit. 74 § 3106.2