

Open Meeting Laws and Meeting Procedures (6 hours)

This one day course examines the history, importance and purposes of formal meeting structures. Oklahoma statutes govern how public entities inform the public about doing the business of the public. The overriding goal is transparency of government and facilitation of public participation. The Open Meeting Act is located in Title 25 of the Oklahoma Statutes. Specific statute guidelines accompany defined meeting types as well as executive sessions. This course walks through the statutes and the Attorney General Opinions that address unique components of the implementation of the law in county government.

Credit Hours (6) count toward:

County Commissioner Basic Certification

County Clerk Advanced Certification

County Treasurer Advanced I/II Certification - Discretionary Courses

Testimonials from Participants:

- “I learned a lot of information that I didn’t have a clue about before.”
- “Very helpful class.”
- “It was all very interesting and informative.”
- “Executive sessions were really interesting since I really didn’t know our rights.”
- “Learned how to access information – Attorney General Opinions and statutes. All very useful.”

Course Outline:

- I. Introduction: Why do we have meetings?
- II. Types and Purposes of Meetings
Public Meetings vs. Public Hearings
- III. Public Meeting Law
Statues and Attorney General Opinions
- IV. Meeting Procedures
Best Practices