

Tele-Meeting Process Examples

We have received several requests for sample documents from Oklahoma municipalities concerning tele-meeting procedures. The examples included here show how several are handling meeting notices and comments by the public under the new statute. Be sure to have your municipal attorney draft your policy. If you would like to discuss or have questions, feel free to reach out to the OML inquiry team at 405-528-7515 or email melanie@oml.org



Table of Contents

Click on each municipality to see their process & agenda (if available)

1. [Oklahoma City](#)
2. [Tulsa](#)
3. [Edmond](#)
4. [Choctaw](#)
5. [Ardmore](#)
6. [Claremore](#)
7. [Shawnee](#)
8. [Jones](#)

Oklahoma City

PARTICIPANT INSTRUCTIONS

TELECONFERENCE MEETING

The City encourages participation in the public meeting from the residents of Oklahoma City. The City Council Chamber will be closed and the only alternative to participate in the meeting will be by teleconference. Below are instructions on how to listen to the meeting, request to speak on certain agenda items and how to request to speak under Citizens to be Heard.

- To listen to the meeting, call **(405) 534-4946**. When prompted, enter Conference ID: **637036762#**.
- To sign up to speak on an agenda item or “Citizens to Be Heard,” or ask questions about the meeting, call (405) 297-2391 or text (405) 219-7987.

Participants who wish to speak on items on the agenda will be placed on mute until the Mayor recognizes the caller to speak. Citizens will be limited to 3 minutes to speak to Council.

To speak on a certain agenda item, please call 405-297-2391 or text your request to 405-219-7987, please include the agenda item number and the reason you would like to speak (protest, representing applicant, request continuance, i.e.) Please submit your request prior to the beginning of the meeting to avoid receiving your request after your item has been considered.

The City Clerk’s Office will attempt to submit requests received during the meeting to process them to the Mayor.

To speak under “Citizens to be Heard” please call 405-297-2391 or text 405-219-7987; please list your name, address, phone number and the subject on which you wish to address Council. The Mayor will announce at the beginning of the meeting that if connections are lost, the City will attempt to restore communications for a maximum of 30 minutes and if communications cannot be restored, the meeting will reconvene at a certain date, time and place.

If you are disconnected from the teleconference, please try again before calling 405-297-2391 or texting 405-219-7987.

FORMAL AGENDA

David Holt, Mayor

Council Members:

James Greiner..... Ward 1

James Cooper..... Ward 2

Larry McAtee..... Ward 3

Todd Stone..... Ward 4

David Greenwell..... Ward 5

JoBeth Hamon..... Ward 6

Nikki Nice..... Ward 7

Mark K. Stonecipher..... Ward 8

Craig Freeman, City Manager

Frances Kersey, City Clerk

Kenneth Jordan, Municipal Counselor

Teleconference No: 405-534-4946

Conference ID: 637036762#

All members will be attending via Teleconference

To view full agenda, click here:

<https://agenda.okc.gov/sirepub/mtgviewer.aspx?meetid=5991&doctype=AGENDA>

Tulsa

Virtual Meetings

The Tulsa City Council, in accordance with Centers for Disease Control and Prevention guidelines and in the interest of public safety, will hold its meetings via videoconference.

To provide for public input while observing social distancing, the Council will take public comments via email and phone.

Interested citizens can email comments on the 5 p.m. regular Council agenda items to info@tulsacouncil.org or call and leave a message at 918-596-1976. Comments will still be limited to five minutes total for all items on the agenda. Agendas are typically posted before close of business on Fridays.

Public comments need to be submitted by 5 p.m. on the following Tuesday.

Meetings will continue to be broadcast live on TGOV on Cox Cable channel 24 or tgovonline.org and on Facebook Live at facebook.com/tulsacitycouncil. These are the easiest ways to view the meetings, however citizens can also view meetings via GoToMeeting online, on the app or by phone. Instructions for how to connect are at the top of each agenda.

Edmond

The City of Edmond encourages participation from all its citizens. To request an accommodation due to a disability, please allow at least 48 hours prior to the scheduled meeting. Contact the ADA Coordinator by phone: 405-359-4518, TDD: 405-359-4702, or email: ADAcoordinator@edmondok.com .

This meeting will be conducted via videoconferencing. The meeting will be available to watch live on Cox Channel 20, AT&T U-verse Channel 99, and the City of Edmond's website at either <http://edmondok.com/93/Watch-Live> or <http://edmondok.swagit.com/live/>.

Notice regarding Public Comment For any resident of Edmond that would like to participate in public comment during the meeting, the following procedure will be in place to mirror the regular in-person City Council meeting.

The meeting will be utilizing the Zoom videoconference platform that will go live approximately five minutes before the scheduled meeting time. There are two different ways to connect to the meeting to participate in public comment:

1. To utilize the Zoom platform online utilizing a microphone, join the meeting at <https://zoom.us/j/732266913?pwd=RHFCZUtTQ2RiQzdsU1huQkVINzRRdz09>.
Meeting ID: 732 266 913 & Password: 074486

To request to speak on an agenda item, utilize the "Raise Hand" feature during that item and you will be called upon to speak when public comment is opened.

2. To connect to the meeting via phone, join the meeting by dialing (346) 248-7799. Meeting ID: 732 266 913 & Password: 074486

To request to speak on an agenda item, press *9 during that item and you will be called upon to speak when public comment is opened.

NOTE: Should a connection with any one of the City Councilmembers present for the videoconference be lost, the meeting will be recessed to re-establish the connection.

NOTICE OF PUBLIC MEETING

The City of Edmond encourages participation from all its citizens. To request an accommodation due to a disability, please allow at least 48 hours prior to the scheduled meeting. Contact the ADA Coordinator by phone: 405-359-4518, TDD: 405-359-4702, or email: ADACoordinator@edmondok.com.

EDMOND CITY COUNCIL

SPECIAL MEETING VIDEOCONFERENCE ONLY

Monday, April 6, 2020

5:30 p.m.

CITY COUNCIL WORKSHOP

City Council Members

Mayor Dan O'Neil – Participating Remotely via Videoconference
Mayor Pro Tem Nick Massey – Participating Remotely via Videoconference
Councilman David Chapman – Participating Remotely via Videoconference
Councilman Darrell Davis – Participating Remotely via Videoconference
Councilman Josh Moore – Participating Remotely via Videoconference

IMPORTANT NOTICE This meeting will be conducted via videoconferencing. The meeting will be available to watch live on Cox Channel 20, AT&T U-verse Channel 99, and the City of Edmond's website at either <http://edmondok.com/93/Watch-Live> or <http://edmondok.swagit.com/live/>.

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To request to speak on an agenda item, utilize the "Raise Hand" feature during that item and you will be called upon to speak when public

Choctaw

City of Choctaw and Choctaw Utilities Authority Regular Pre-Meeting of the City Council/Board of Trustees No. 09 April 7, 2020 @ 6:30pm Choctaw City Hall, 2500 N Choctaw Road Choctaw, Oklahoma 73020 Meeting held in Conference Room.

In accordance with Senate bill 661, which temporarily modified the Open Meeting Act as approved by Governor Stitt on March 18, 2020, the Choctaw City Council will host a virtual meeting option until the State of Emergency is lifted. Please join us using either option.

Teleconference dial in number: +1 301 715 8592

Conference ID: 603 021 450

Meeting Password: 016949

Join Meeting:

<https://us04web.zoom.us/j/603021450?pwd=eTRVK0dCdVVPdVRBaGhFWnF2TjFmUT09>

Ardmore

AGENDA OF A REGULAR MEETING OF THE MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF ARDMORE, OKLAHOMA,

HELD ON 04/06/2020 AT 7:00 PM IN THE COMMISSION CHAMBERS

This meeting will be conducted via videoconferencing pursuant to Oklahoma Senate Bill No. 661 on the Zoom® Cloud Meetings system due to the recommendation of the U.S. Center for Disease Control to avoid gathering in groups of more than ten people. Also, the proceedings of this meeting will be broadcast to the public on Cable Channel 56, allowing the same opportunity to participate as in previous traditional meetings.

VIDEO CONFERENCE MEETING INSTRUCTIONS

Topic: Ardmore City Commission Meeting

Time: Apr 6, 2020 07:00 PM Central Time (US and Canada)

You may join the Zoom Meeting as soon as 6:30pm and you will be placed in a waiting room. At 7:00pm the waiting room will be opened into the meeting. Your connection will be muted.

You will also be able to view it via Facebook Live on the City of Ardmore - Government Page

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/382688643>

Or iPhone one-tap :

US: +16699009128,,382688643# or +13462487799,,382688643#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782

Webinar ID: 382 688 643

International numbers available: <https://us02web.zoom.us/j/382688643>

Claremore

CITY OF CLAREMORE OKLAHOMA CLEARLY MORE.

Claremore Cultural Development Authority Special Meeting Agenda April 06, 2020
6:00 P.M.

NOTICE: Meeting is to be conducted via videoconference- there is no physical site or location for this meeting. Citizens can view the meeting at the following link: <https://www.facebook.com/ClaremoreCity/> All Trustees will appear remotely via videoconference. In the event the audio signal from this meeting is interrupted, a maximum of thirty (30) minutes will be used to attempt to restore the audio, and if that time elapses, the meeting will reconvene via videoconference using the same link Tuesday, April 7th at 6:00 p.m.

CITIZENS WISHING TO PARTICIPATE IN "CALL TO THE PUBLIC" CAN DO SO BY LEAVING A VOICE MESSAGE AT (918) 283-8207 OR EMAIL THEIR PUBLIC COMMENTS TO publiccomment@claremorecity.com . THE PUBLIC IS ASKED TO DO SO BY 12:00 P.M. (NOON) ON APRIL 6, 2020. PUBLIC COMMENTS MUST CONTAIN THE SENDER'S NAME OR THEY WILL NOT BE READ/PLAYED DURING THE MEETING. EACH PUBLIC COMMENT WILL BE LIMITED TO 3 MINUTES.

Shawnee

NOTICE REGARDING PUBLIC COMMENTS

During the pendency of the Declared Emergency, members of the public who wish to speak to the City Commission on an agenda or non-agenda item as referenced above, must register with the City Clerk's office at least 15 minutes prior to the meeting by calling 405-878-1604 or sending an email to CityClerk@shawneeok.org with their name, address, telephone number, and indicate the topic or agenda item upon which they wish to speak. (At this time, to participate in the meeting, individuals will need access to Zoom [https://zoom.us/]). A link to the meeting will be provided via email to the participant prior to the meeting and the person must be signed into the meeting at the time of Citizens Participation or the Public Hearing item they wish to speak on is called by the Mayor.

For anyone that wishes to view the meeting, it will be broadcasted live on Vyve Channel 3 or via the City of Shawnee's website at http://www.shawneeok.org/services/video_multimedia/city_connect_live.php

Jones

NOTICE OF TELECONFERENCE OPEN MEETING

The following board members will be in attendance at the physical location:

Ray Poland, Chris Branch,
and Brian Heard.

The following Trustees will be in attendance via video/teleconference means:

Kacie Jasper and Teresa Shuffield.

If you would like to attend the meeting, the Town of Jones will be live streaming the meeting on the

Facebook page. You can view the live stream at

<https://www.facebook.com/townofjonescity/>.

If you would like to speak at the Meeting, you must fill out the Speaker Request form before the meeting begins. You can submit your form by scanning the QR code to the right or going to:

<https://www.townofjonescity.com/government/agendas/speaker-form/>



Jones City Hall Jones, Oklahoma

A NOTICE is hereby given of a regular meeting of the City Council of the City of Jones to be held at 6:00PM, Tuesday, 7th day of April 2020.

PLEASE NOTE – This meeting will be held at the physical location of 110 E. Main, Jones, Oklahoma, however, given the concern of COVID-19 and the Oklahoma State of Emergency, the physical location will be closed to the public. This meeting will be held via video & teleconference means. Please read below for instructions on speaking and attending this meeting.

The meeting will be held in accordance with the Oklahoma Open Meeting Act for the purpose of discussion, consideration and possible action re:

JONES PUBLIC WORKS AUTHORITY

Meeting Convened:

- Call to Order
- Pledge of Allegiance
- Roll Call

BUSINESS: The following items are hereby designed for discussion and consideration which requires INDIVIDUAL action.

1. Minutes for the February 4, 2020 Jones Public Works meeting.
2. Minutes for the March 3, 2020 Jones Public Works meeting
3. Minutes for the March 10, 2020 Jones Public Works special meeting
4. Approval of the Jones Public Works 2020 January Financial Reports
5. Approval of the Jones Public Works 2020 February Financial Reports
6. Approval of the Jones Public Works 2020 March Financial Reports
7. Sewer line issue on Sweetbough and Franklin
8. Natural Gas line extension on Franklin St.
9. Ole Mill Addition storm water runoff issues
10. Jones Public Works Utility service terminations
11. Executive Session - Discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of Carlton Taylor (Statute 25 O.S. 307B1:)
12. Possible Action - Discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of Carlton Taylor (Statute 25 O.S. 307B1:)

NEW BUSINESS: This item is listed to provide the opportunity for Trustee discussion on items which may arise within Twenty-four (24) hours prior to this meeting, and, therefore, qualify as new business under the Oklahoma Open Meeting Act.

TRUSTEE/STAFF REMARKS: This item is listed to provide as opportunity for the Trustees and / or Staff to make comments and / or request specific agenda items. NO ACTION will be taken.

ADJOURNMENT:

Posted at Jones City Hall April 3, 2020 at 5:00PM by Tammy Wallace

NOTICE OF TELECONFERENCE OPEN MEETING

The following board members will be in attendance at the physical location: Ray Poland, Chris Branch, and Brian Heard. The following Trustees will be in attendance via video/teleconference means: Kacie Jasper and Teresa Shuffield.

If you would like to attend the meeting, the Town of Jones will be live streaming the meeting on the Facebook page. You can view the live stream at <https://www.facebook.com/townofjonescity/>.

If you would like to speak at the Meeting, you must fill out the Speaker Request form before the meeting begins. You can submit your form by scanning the QR code to the right or going to:

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