

# Writing a lawful agenda

The Oklahoma Open Meeting Act in one checklist: the posting clock, plain-language items and executive session wording that holds up.

## THE CLOCK

### Count business hours only

Post the date, time, place and agenda at least 24 hours before a regular meeting. Saturdays, Sundays and state holidays do not count. [25 O.S. § 311\(A\)\(9\), \(10\)](#)

| Meeting                              | Post agenda by      |
|--------------------------------------|---------------------|
| Monday 6:00 p.m.                     | Friday 6:00 p.m.    |
| Tuesday after MLK Day, 6:00 p.m.     | Friday 6:00 p.m.    |
| Monday after Thanksgiving, 6:00 p.m. | Wednesday 6:00 p.m. |

**Special meetings:** written notice to the clerk 48 hours ahead, mailed or delivered to everyone who asked, and the agenda posted 24 hours ahead. Only posted items may be considered. [§ 311\(A\)\(12\)](#)

### Posting online instead of at the office?

Also keep a free email list anyone can join, email the agenda 24 hours ahead, and keep a copy at the office. [§ 311\(A\)\(9\)\(a\)\(2\)](#)

State holidays: New Year's Day, MLK Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and the day after, Christmas and the day before or after. [25 O.S. § 82.1](#)

## PLAIN LANGUAGE

### Could a resident tell what might happen?

The agenda must "identify all items of business to be transacted." [§ 311\(B\)\(1\)](#) Vague wording is a willful violation. [Rogers v. Excise Bd. of Greer Cnty., 1984 OK 95](#)

| Instead of     | Write                                                                                                                                                    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Streets        | Discussion and possible action to approve, deny or table a \$412,000 contract with ABC Paving, Inc. for the 2027 overlay program                         |
| Ordinance      | Consideration and possible adoption of Ordinance 2026-14 setting residential water rates                                                                 |
| Reports        | Report from the Police Chief on September 2026 calls for service; no action                                                                              |
| Other business | New business: any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda (25 O.S. § 311(A)(10)) |

**New business** is allowed only at regular meetings and only for matters no one could have foreseen when the agenda was posted. It is not a catch-all. [§ 311\(A\)\(10\)](#)

## Free from Guerrilla News

Tools, training and more pamphlets at [guerrilla.news/agenda-desk](https://guerrilla.news/agenda-desk)  
General information about Oklahoma law as of October 2026, not legal advice.

Presented by:



## EXECUTIVE SESSION

### Wording that holds up

Vote to enter executive session under 25 O.S. § 307(B)(1) to discuss the annual performance evaluation of the City Manager.

Return to open session and possible action on the City Manager's annual evaluation.

Executive session under 25 O.S. § 307(B)(4) for confidential communications with the city attorney about Smith v. City of Example, Rogers County Case No. CJ-2026-123, which the council, on the attorney's advice, has determined disclosure would seriously impair.

## BEFORE YOU CLOSE THE DOOR

### Four questions

1. Is the purpose on the § 307(B) list?
2. Does the agenda identify the items and purposes and cite the paragraph? [§ 311\(B\)\(2\)](#)
3. Is there a recorded vote to enter? [§ 307\(E\)\(2\)](#)
4. Will every vote happen in open session? [§ 307\(E\)\(3\)](#)

Personnel sessions are about a specific person or position, not job openings or outside contractors. [1997 OK AG 61](#); [2006 OK AG 17](#); [2005 OK AG 29](#) No executive session by videoconference. [§ 307.1\(B\)](#)

## VIDEOCONFERENCE

### If members join remotely

- A quorum in person at the posted site
- Each remote site's address and phone number on the agenda
- Which member will be at each site
- Every site open to the public
- Roll-call votes; access code in the notice [§§ 307.1\(A\), 311\(A\)\(14\)](#)

## FINAL CHECK

### Before you post

- ☐ Full name of the public body
- ☐ Date, start time, room and street address
- ☐ Every item says what could happen, in plain language
- ☐ Amounts, vendors and ordinance numbers named
- ☐ Executive sessions cite § 307(B)(#) and name the subject
- ☐ Vote to enter and return to open session listed
- ☐ No new business on a special meeting agenda
- ☐ Videoconference sites and members listed
- ☐ Posted before the deadline, with the time written on it
- ☐ Copy saved for the minutes [§ 312\(A\)](#)

**Agenda Desk does this for you, free.**  
Build the agenda, check it against the Act, and download a clean Word copy.  
Private to your public body.

## Free from Guerrilla News

Tools, training and more pamphlets at [guerrilla.news/agenda-desk](https://guerrilla.news/agenda-desk)  
General information about Oklahoma law as of October 2026, not legal advice.

Presented by: \_\_\_\_\_

