

**TOWN OF BOKCHITO, OKLAHOMA
RESOLUTION NO. 2026-019**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BOKCHITO, OKLAHOMA, ADOPTING OFFICIAL RULES OF PROCEDURE FOR THE CONDUCT OF PUBLIC MEETINGS; ESTABLISHING THE ORDER OF BUSINESS, RULES OF DECORUM, AND GUIDELINES FOR CITIZEN PARTICIPATION IN COMPLIANCE WITH THE OKLAHOMA OPEN MEETING ACT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Title 11, Section 12-108 of the Oklahoma Statutes, the Town of Bokchito Board of Trustees is authorized to determine its own rules of procedure for the conduct of its business; and

WHEREAS, the Board of Trustees desires to maintain professional decorum, foster efficiency, and ensure transparency in all public proceedings; and

WHEREAS, the Board of Trustees must strictly adhere to the statutory mandates of the Oklahoma Open Meeting Act (Title 25, Section 301 et seq.); and

WHEREAS, establishing clear procedures for public participation protects both the rights of citizens to observe government processes and the ability of the Board to conduct municipal business without disruption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BOKCHITO, OKLAHOMA:

SECTION 1: ADOPTION. The Board of Trustees hereby adopts the following Rules of Procedure to govern all public meetings of the Board of Trustees, effective immediately upon passage:

**RULES OF PROCEDURE FOR THE BOARD OF TRUSTEES
Town of Bokchito, Oklahoma**

ITEM 1: AUTHORITY AND PURPOSE

These Rules of Procedure govern the planning, conduct, and order of all public meetings. The purpose of these rules is to ensure efficiency, preserve professional decorum, and guarantee absolute compliance with the Oklahoma Open Meeting Act (OMA).

ITEM 2: MEETINGS

Regular Meetings: Regular meetings of the Board of Trustees shall be held on the second Monday of every month at 5:30 p.m. at the Bokchito Municipal Building (Town Hall), located at 117 E. Main St., Bokchito, OK 74726.

Holidays: If a regular meeting falls on a recognized town holiday, the meeting shall automatically be held at the same time on the next business day.

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Special and Emergency Meetings: Special meetings may be called by the Mayor or any three (3) Trustees. Emergency meetings may be called to address immediate dangers to public health or safety. Notice and posting must strictly comply with the requirements of the OMA.

ITEM 3: QUORUM AND ATTENDANCE

Quorum Required: A simple majority of the total membership of the Board of Trustees constitutes a quorum to conduct official business.

Loss of Quorum: If a quorum is not present, or is lost during a meeting, the remaining Trustees may only vote to recess or adjourn the meeting to a later date. No official discussions or votes may occur.

ITEM 4: AGENDA PREPARATION AND POSTING

Agenda Responsibility: The Town Manager is responsible for assembling, filing, and posting the official agenda.

Trustee Submissions: Any individual member of the Board of Trustees may have an item placed on the agenda. The request and supporting documents must be submitted to the Town Manager no later than 12:00 p.m. on the Monday preceding the regular meeting.

Citizen Submissions: Members of the public do not have an automatic right to place items on the agenda. A citizen wishing to list an item must secure the sponsorship of an active Trustee or submit a written request to the Town Clerk at least fourteen (14) business days prior to the meeting. Inclusion remains at the discretion of the Town Board or Mayor. The Town Board or Mayor are not required to provide a response as to why a request is approved or denied.

Posting Deadline: In compliance with the OMA, agendas for regular meetings must be publicly posted at least 24 hours in advance (excluding weekends and state holidays). The agenda must be physically posted on the front door of Town Hall and published on the official Town website.

Wordings: All agenda items must be written in plain language, directly stating the specific purpose and potential actions to be taken. Vague labels are strictly prohibited.

ITEM 5: ORDER OF BUSINESS (STANDARD AGENDA)

Unless modified by a majority vote of the Board, the order of business for regular meetings shall follow this standard sequence:

- Call to Order
- Roll Call and Declaration of a Quorum
- Pledge of Allegiance
- Public Comments (Shall only be allowed for listed agenda items for citizens who completed a Request to Speak Before the Board of Trustees prior to the meeting being called to order.)
- Business Agenda (Approval of prior minutes, payment of bills, purchase orders)
- Public Hearings
- Unfinished Business (Tabled/Carried Over Items)

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- New Business (Ordinances, Resolutions, General Business and matters not known about or which could not have been reasonably foreseen prior to posting the agenda)
- Executive Sessions
- Department/Authority Reports (Public Utilities, Fire Department, Clerk/Treasurer Reports)
- Trustees Comments (General remarks or request for future agenda items.)
- Adjournment

ITEM 6: RULES OF DEBATE AND DECORUM

Presiding Officer: The Mayor shall serve as the Presiding Officer and chair all meetings. If the Mayor is absent, the Vice-Mayor (Mayor Pro Tem) shall preside.

Recognition to Speak: Trustees must be recognized by the Presiding Officer before speaking or making a motion.

Relevance: All discussions must remain strictly relevant to the specific agenda item currently before the Board.

Action vs. Discussion: Official action (votes) can only be taken on items explicitly listed for action on the posted agenda.

ITEM 7: PUBLIC PARTICIPATION AND AGENDA RESTRICTIONS

Right to Attend: All regular, special, and emergency meetings of the Board of Trustees are open to the public in accordance with the Oklahoma Open Meeting Act.

Agenda Item Restriction: Public comments shall only be allowed for specific, listed agenda items. General open-microphone or non-agenda public comment periods are strictly prohibited. Citizens may only speak on an item that is already scheduled for discussion or action by the Board.

Mandatory Pre-Meeting Registration: Any citizen wishing to address the Board on a specific agenda item must sign up on the official "Request to Speak Before the Board of Trustees Form" located at the Town Clerk's desk. The registration sheets will close, and no further forms will be accepted, once the meeting is called to order. The citizen must clearly state their name, address, and the exact agenda item number they wish to speak on.

Time Limits: To ensure the efficient progress of municipal business, individual comments shall be strictly limited to three (3) minutes per person per agenda item. The Presiding Officer retains the discretion to reduce this time if a large volume of citizens registers for the same item.

Recognition: Registered citizens will be called upon by the Presiding Officer to speak during the Public Comments section of the agenda.

Decorum: Speakers must confine their remarks strictly to the merits of the agenda item. Personal attacks, disruptive behavior, or addressing topics outside the scope of the specific agenda item will result in an immediate forfeiture of the speaker's remaining time.

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Exclusion of Traffic Citation Matters: The Board of Trustees has no legal power or authority to review, dismiss, adjust, or hear appeals concerning individual traffic citations, enforcement actions, or municipal court offenses. Any person wishing to contest or resolve a traffic violation must direct their matter to the Bokchito Municipal Court through the proper judicial process, rather than a town board meeting.

Board Operations and Employee Direction: The Board of Trustees does not directly manage, instruct, or dictate to town employees how to perform their day-to-day work tasks. All daily job performance, operational duties, and staff conduct are strictly directed by applicable federal, state, and local laws, alongside established administrative policies and procedures.

Police Enforcement Authority: The Board of Trustees does not possess the legal authority to order, direct, or instruct the police department to not enforce state laws or municipal ordinances. Law enforcement officers must carry out their duties and enforce the law independently of political direction from individual board members or the governing body.

Employee Complaints and Chain of Command: Complaints or grievances regarding town employees, department heads, or operational staff must not be brought directly to individual trustees or raised during public board meetings. Complainants must submit their issues in writing through the established administrative chain of command, beginning with the appropriate department supervisor or the town administrative office, to allow for a proper and legal review.

ITEM 8: PARLIAMENTARY AUTHORITY

Robert's Rules of Order: Except where modified by Oklahoma state law or these adopted municipal rules, *Robert's Rules of Order, Newly Revised*, shall serve as the parliamentary guide to govern the Board's deliberations and voting.

SECTION 2: SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution.

SECTION 3: EFFECTIVE DATE.

This resolution shall become effective immediately upon its passage.

SECTION 4: REPEALER.

Any and all prior resolutions, motions, or parts of resolutions in conflict with this Resolution are hereby expressly repealed to the extent of such conflict.

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PASSED, APPROVED, AND ADOPTED by the Board of Trustees of the Town of Bokchito, Oklahoma, this 12th day of August 2026.



ATTEST:



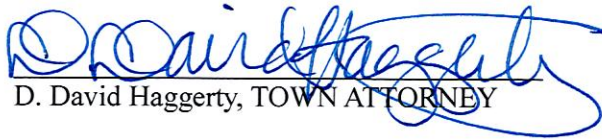
Kelsey Walker, CLERK/TREASURER

TOWN OF BOKCHITO, OKLAHOMA



Crystal Mays, MAYOR

APPROVED as to form and legality this 12th day of August 2026.



D. David Haggerty, TOWN ATTORNEY