

STATE OF OKLAHOMA

2nd Session of the 49th Legislature (2004)

CONFERENCE COMMITTEE
SUBSTITUTE
FOR ENGROSSED
HOUSE BILL NO. 2673

By: Dorman of the House

and

Helton of the Senate

CONFERENCE COMMITTEE SUBSTITUTE

An Act relating to cities and towns; requiring certain members of municipal governing body to attend certain institute; stating purpose; providing for curriculum and locations for institutes; providing for suspension or relocation of the institute; authorizing certain fees; requiring compliance with certain procedures; requiring certain notification; providing for codification; and providing an effective date.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 8-114 of Title 11, unless there is created a duplication in numbering, reads as follows:

A. Each person elected for the first time as a member of a municipal governing body on or after January 1, 2005, shall, within one (1) year after taking the oath of office, attend an institute for municipal officials. The institute shall be conducted at all times by or under the supervision of a statewide organization, to be selected by the Oklahoma Department of Career and Technology Education, that is exempt from taxation pursuant to the provisions of the Internal Revenue Code, 26 U.S.C., Section 170(a), and has represented municipalities for at least ten (10) years. The statewide organization shall demonstrate that its continuous official purpose is to promote the general welfare of cities and

towns, to foster or conduct schools, short courses and other training sessions, to provide technical assistance and consultative services and other aids for the improvement and increased efficiency of city and town government, and to serve as the representative of cities and towns in carrying out the duties and prerogatives conferred on it by state law. The institute shall consist of eight (8) hours of instruction. A certificate of completion shall be awarded to those persons who attend and successfully complete the institute.

B. The curriculum for the institute shall include, but not be limited to: parliamentary procedure, municipal budget process, the Oklahoma Open Meeting Act, the Oklahoma Open Records Act, ethics, conflict of interest resolution, and purchasing procedures.

C. Qualifying elected officials shall participate in the institute by either personal attendance at a predetermined location or through a long-distance learning site.

D. The institute shall be held in at least five locations in the state. The institute may determine that a location and time requires suspension or relocation based on the number of officials enrolled on-site or through long-distance learning. The institute shall provide adequate notice to each enrolled official of such action and provide information for future times and locations.

E. Enrollment fees for officials shall be determined by the statewide organization and prior to implementation for the institute, shall reference and comply with the notice, publication, and adoption procedures of the Administrative Procedures Act. A fee schedule shall also be sent to the President Pro Tempore of the Senate and the Speaker of the House of Representatives prior to implementation. A separate fee may be imposed by the institute for those individuals electing to participate through long-distance learning. The long-distance learning location shall be monitored by at least one staff member of the institute.

F. The official designated to receive filings from candidates for municipal offices shall notify the candidate of the attendance required at the institute as provided for in this section. In the case of officials nominated and elected for municipal offices at town meetings, the presiding officer of the town meeting shall notify the candidate of the institute.

SECTION 2. This act shall become effective November 1, 2004.

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