

1 STATE OF OKLAHOMA

2 2nd Session of the 58th Legislature (2022)

3 CONFERENCE COMMITTEE  
4 SUBSTITUTE  
5 FOR ENGROSSED  
6 HOUSE BILL NO. 3415

By: Pae and Phillips of the  
House

and

Howard of the Senate

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11 CONFERENCE COMMITTEE SUBSTITUTE

12 An Act relating to the Oklahoma Open Meeting Act;  
13 amending 25 O.S. 2021, Sections 304 and 307.1, which  
14 relate to authorized methods for conducting meetings;  
15 modifying definitions; modifying provisions related  
16 to videoconferences; prescribing procedures related  
17 to the conduct of meetings by electronic methods;  
18 providing certain exceptions; prohibiting certain  
19 electronic communications during public meetings;  
20 prescribing procedures related to videoconferences or  
21 teleconferences; providing for emergency  
22 declarations; providing for streaming of proceedings;  
23 requiring retention of records; and providing an  
24 effective date.

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

SECTION 1. AMENDATORY 25 O.S. 2021, Section 304, is  
amended to read as follows:

Section 304. As used in the Oklahoma Open Meeting Act:

1        1. "Public body" means the governing bodies of all  
2 municipalities located within this state, boards of county  
3 commissioners of the counties in this state, boards of public and  
4 higher education in this state and all boards, bureaus, commissions,  
5 agencies, trusteeships, authorities, councils, committees, public  
6 trusts or any entity created by a public trust, including any  
7 committee or subcommittee composed of any of the members of a public  
8 trust or other legal entity receiving funds from the Rural Economic  
9 Action Plan Fund as authorized by Section 2007 of Title 62 of the  
10 Oklahoma Statutes, task forces or study groups in this state  
11 supported in whole or in part by public funds or entrusted with the  
12 expending of public funds, or administering public property, and  
13 shall include all committees or subcommittees of any public body.  
14 Public body shall not include the state judiciary, the Council on  
15 Judicial Complaints when conducting, discussing, or deliberating any  
16 matter relating to a complaint received or filed with the Council,  
17 the Legislature, or administrative staffs of public bodies,  
18 including, but not limited to, faculty meetings and athletic staff  
19 meetings of institutions of higher education when those staffs are  
20 not meeting with the public body, or entry-year assistance  
21 committees. Furthermore, public body shall not include the  
22 multidisciplinary teams provided for in Section 1-9-102 of Title 10A  
23 of the Oklahoma Statutes and subsection C of Section 1-502.2 of  
24 Title 63 of the Oklahoma Statutes or any school board meeting for

1 the sole purpose of considering recommendations of a  
2 multidisciplinary team and deciding the placement of any child who  
3 is the subject of the recommendations. Furthermore, public body  
4 shall not include meetings conducted by stewards designated by the  
5 Oklahoma Horse Racing Commission pursuant to Section 203.4 of Title  
6 3A of the Oklahoma Statutes when the stewards are officiating at  
7 races or otherwise enforcing rules of the Commission. Furthermore,  
8 public body shall not include the board of directors of a Federally  
9 Qualified Health Center;

10 2. "Meeting" means the conduct of business of a public body by  
11 a majority of its members being personally together or, as  
12 authorized by Section 307.1 of this title, together pursuant to a  
13 videoconference. Meeting shall not include informal gatherings of a  
14 majority of the members of the public body when no business of the  
15 public body is discussed;

16 3. "Regularly scheduled meeting" means a meeting at which the  
17 regular business of the public body is conducted;

18 4. "Special meeting" means any meeting of a public body other  
19 than a regularly scheduled meeting or emergency meeting;

20 5. "Emergency meeting" means any meeting called for the purpose  
21 of dealing with an emergency. For purposes of the Oklahoma Open  
22 Meeting Act, an emergency is defined as a situation involving injury  
23 to persons or injury and damage to public or personal property or  
24 immediate financial loss when the time requirements for public

1 notice of a special meeting would make such procedure impractical  
2 and increase the likelihood of injury or damage or immediate  
3 financial loss or a public health emergency;

4 6. "Continued or reconvened meeting" means a meeting which is  
5 assembled for the purpose of finishing business appearing on an  
6 agenda of a previous meeting. For the purposes of the Oklahoma Open  
7 Meeting Act, only matters on the agenda of the previous meeting at  
8 which the announcement of the continuance is made may be discussed  
9 at a continued or reconvened meeting;

10 7. "Public health emergency" means a situation where the  
11 circumstances lead state or local elected officials, as applicable  
12 in this act, to determine a risk of substantial death or harm to the  
13 human population of the state or a particular applicable political  
14 subdivision;

15 8. "Videoconference" means a conference among members of a  
16 public body remote from one another who are linked by interactive  
17 telecommunication devices or technology and/or technology permitting  
18 both visual and auditory communication between and among members of  
19 the public body ~~and/or between and among members of the public body~~  
20 ~~and members of the public. During any videoconference, both the~~  
21 ~~visual and auditory communications functions shall attempt to be~~  
22 ~~utilized~~; and

23 ~~8.~~ 9. "Teleconference" means a conference among members of a  
24 public body remote from one another who are linked by

1 telecommunication devices and/or technology permitting auditory  
2 communication between and among members of the public body ~~and/or~~  
3 ~~between and among members of the public body and members of the~~  
4 ~~public.~~

5 SECTION 2. AMENDATORY 25 O.S. 2021, Section 307.1, is  
6 amended to read as follows:

7 Section 307.1 A. ~~Except as provided in subsections C and D of~~  
8 ~~this section,~~ a A public body may hold meetings and executive  
9 sessions by videoconference or teleconference during a lawfully  
10 called emergency meeting where each member of the public body ~~is~~  
11 ~~visible and audible to each other and the public through a video~~  
12 ~~monitor~~ may participate in the meetings electronically, subject to  
13 the following:

- 14 1. a. ~~except as provided for in subparagraph b of this~~  
15 ~~paragraph, no less than a quorum of the public body~~  
16 ~~shall be present in person at the meeting site as~~  
17 ~~posted on the meeting notice and agenda,~~
- 18 b. ~~a virtual charter school approved and sponsored by the~~  
19 ~~Statewide Virtual Charter School Board pursuant to the~~  
20 ~~provisions of Section 3-145.3 of Title 70 of the~~  
21 ~~Oklahoma Statutes~~ Public bodies shall maintain a  
22 quorum of members for the entire duration of the  
23 meeting ~~whether using an in-person site,~~  
24 ~~videoconference sites or any combination of such sites~~

1 ~~to achieve a quorum;~~ Members participating remotely  
2 may do so from any fixed location, and the meeting  
3 shall be open to the public. With the exception of  
4 those communications made pursuant to a lawfully  
5 convened executive session, no private electronic  
6 communications concerning public business may occur  
7 during a public meeting by members of the governing  
8 body, and

9 ~~e. b. each~~ Each public meeting held by ~~videoconference or~~  
10 ~~teleconference~~ in compliance with this section shall  
11 ~~be recorded either by written, electronic, or other~~  
12 ~~means~~ have minutes prepared in compliance with state  
13 and local law;

14 2. The meeting notice and agenda prepared in advance of the  
15 meeting, as required by law, shall indicate if the meeting ~~will~~ may  
16 include ~~videoconferencing locations~~ electronic or in-person  
17 participation and shall state:

- 18 a. ~~the location, address, and telephone number of each~~  
19 ~~available videoconference site, and~~
- 20 b. ~~the identity of each member of the public body and the~~  
21 ~~specific site from which each member of the body shall~~  
22 ~~be physically present and participating in the meeting~~  
23 and/or electronic source that may be utilized to  
24 access the meeting;

1       ~~3. After the meeting notice and agenda are prepared and posted,~~  
2 ~~as required by law, no member of the public body shall be allowed to~~  
3 ~~participate in the meeting from any location other than the specific~~  
4 ~~location posted on the agenda in advance of the meeting;~~

5       ~~4. In order to allow the public the maximum opportunity to~~  
6 ~~attend and observe each public official carrying out the duties of~~  
7 ~~the public official, a member or members of a public body desiring~~  
8 ~~to participate in a meeting by videoconference shall participate in~~  
9 ~~the videoconference from a site and room located within the district~~  
10 ~~or political subdivision from which they are elected, appointed, or~~  
11 ~~are sworn to represent;~~

12       ~~5. Each site and room where a member of the public body is~~  
13 ~~present for a meeting by videoconference shall be open and~~  
14 ~~accessible to the public, and the public shall be allowed into that~~  
15 ~~site and room. Public bodies may provide additional videoconference~~  
16 ~~sites as a convenience to the public, but additional sites shall not~~  
17 ~~be used to exclude or discourage public attendance at any~~  
18 ~~videoconference site;~~

19       ~~6.~~ 3. The public shall be allowed to participate and speak, ~~as~~  
20 ~~allowed by~~ at meetings held by videoconference or teleconference to  
21 the extent such participation is consistent with a previously  
22 adopted rule or policy set by the public body, ~~in a meeting at the~~  
23 ~~videoconference site in the same manner and to the same extent as~~  
24

1 ~~the public is allowed to participate or speak at the site of the~~  
2 ~~meeting;~~

3 ~~7.~~ 4. Any materials shared electronically between members of  
4 the public body, before or during ~~the videoconference~~ a public  
5 meeting, shall also be ~~immediately~~ made available to the public ~~in~~  
6 ~~the same form and manner as shared with members of the public body;~~  
7 ~~and~~

8 ~~8.~~ 5. All votes occurring during any meeting conducted using  
9 ~~videoconferencing~~ electronic means shall occur and be recorded by  
10 roll call vote;

11 6. Meetings held by videoconference or teleconference  
12 authorized under this section may occur without an in-person meeting  
13 conducted and the meetings must occur during a state of emergency  
14 declared by the Governor to respond to the threat of the public's  
15 peace, health, and safety, or during a locally declared state of  
16 emergency declared by a mayor or chairman of a board of county  
17 commissioners whereby such locally declared state of emergency shall  
18 not continue for more than thirty (30) days without ratification of  
19 the respective public body;

20 7. Public bodies are permitted to conduct an executive session  
21 by teleconference or videoconference to the extent a quorum is  
22 present in compliance with the provisions of this act; and

23 8. To the extent practicable, if a public body maintains a  
24 website, has dedicated information technology employees, and has



1 immediate access to a high-speed Internet connection, such meetings  
2 of the public body shall be streamed live on a website, or video of  
3 the meeting made available through an alternative website that is  
4 linked from the public body's website. Video of such meetings shall  
5 be maintained by the public body and available to the public until  
6 minutes are made available for inspection by the public as required  
7 by Section 312 of this title. Videos created under this paragraph  
8 are subject to the retention requirements included herein and are  
9 not subject to any other record or retention statute. The  
10 provisions of this paragraph shall not apply if there exists, or if  
11 a governing body determines, the implementation of this paragraph  
12 creates a significant financial burden.

13 ~~B. No public body shall conduct an executive session by~~  
14 ~~videoconference.~~

15 ~~C. Upon the effective date of this act and until February 15,~~  
16 ~~2022, or until thirty (30) days after the expiration or termination~~  
17 ~~of the state of emergency declared by the Governor to respond to the~~  
18 ~~threat of COVID-19 to the people of this state and the public's~~  
19 ~~peace, health and safety, whichever date first occurs, the~~  
20 ~~provisions of this subsection and subsection D shall operate as law~~  
21 ~~in this state.~~

22 ~~1. A public body may hold meetings by teleconference or~~  
23 ~~videoconference if each member of the public body is audible or~~  
24 ~~visible to each other and the public, subject to the following:~~

- 1           a. ~~for a virtual charter school approved and sponsored by~~  
2           ~~the Statewide Virtual Charter School Board pursuant to~~  
3           ~~the provisions of the Oklahoma Statutes, the public~~  
4           ~~body shall maintain a quorum of members for the entire~~  
5           ~~duration of the meeting whether using an in-person~~  
6           ~~site, teleconference, or videoconference or any~~  
7           ~~combination of such sites to achieve a quorum, and~~  
8           b. ~~if the meeting is held using either teleconference or~~  
9           ~~videoconference capabilities, and at any time the~~  
10           ~~audio connection is disconnected, the meeting shall be~~  
11           ~~stopped and reconvened once the audio connection is~~  
12           ~~restored;~~

13           2. ~~The meeting notice and agenda prepared in advance of the~~  
14 ~~meeting, as required by law, shall indicate if the meeting will~~  
15 ~~include teleconferencing or videoconferencing and shall also state:~~

- 16           a. ~~each public body member appearing remotely and the~~  
17           ~~method of each member's remote appearance, and~~  
18           b. ~~the identity of the public body member or members who~~  
19           ~~will be physically present at the meeting site, if~~  
20           ~~any;~~

21           3. ~~After the meeting notice and agenda are prepared and posted~~  
22 ~~as required by law, public body members shall not be permitted to~~  
23 ~~alter their method of attendance; provided, however, those members~~  
24

1 ~~who were identified as appearing remotely may be permitted to~~  
2 ~~physically appear at the meeting site, if any, for the meeting;~~

3 ~~4. The public body shall be allowed to participate and speak,~~  
4 ~~as allowed by rule or policy set by the public body, in a meeting~~  
5 ~~which utilizes teleconference or videoconference in the same manner~~  
6 ~~and to the same extent as the public is allowed to participate or~~  
7 ~~speak during a meeting where all public body members are physically~~  
8 ~~present together at the meeting site;~~

9 ~~5. Any documents or other materials provided to members of the~~  
10 ~~public body or shared electronically between members of the public~~  
11 ~~body during a meeting utilizing teleconferencing or~~  
12 ~~videoconferencing shall also be immediately available to the public~~  
13 ~~on the website of the public body, if the public body maintains a~~  
14 ~~website; and~~

15 ~~6. All votes occurring during any meeting utilizing~~  
16 ~~teleconference or videoconference shall occur and be recorded by~~  
17 ~~roll call votes.~~

18 ~~D. Public bodies are permitted to conduct an executive session~~  
19 ~~by teleconference or videoconference. For such executive sessions,~~  
20 ~~no public body member is required to be physically present so long~~  
21 ~~as each public body member is audible or visible to each other. The~~  
22 ~~meeting notice and agenda prepared in advance of the meeting as~~  
23 ~~required by law shall indicate if the executive session will include~~  
24 ~~teleconferencing or videoconferencing and shall also state the~~

1 ~~identity of each public body member appearing remotely, the method~~  
2 ~~of each member's remote appearance, and whether any member will be~~  
3 ~~physically present at the meeting site, if any, for the executive~~  
4 ~~session.~~

5 SECTION 3. This act shall become effective November 1, 2022.

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