

**NOTICE OF SPECIAL MEETING
OR
CHANGES TO REGULARLY SCHEDULED MEETING**

(This form may be used for reporting special meetings and changes to regularly scheduled meetings. For annual reporting of regular meeting schedules, use ANNUAL NOTICE OF REGULARLY SCHEDULED PUBLIC MEETINGS form.)

**To be filed with Secretary of State's Office of Administrative Rules
As required by Open Meeting Act [25 O.S., §§ 301 et seq.]**

NAME OF PUBLIC BODY:

(IMPORTANT: The public body's name should be typed exactly the same each time you file a notice. If not worded the same each time, notices may be posted and filed under alternate forms of the name, rather than all together under one name. If not certain of wording previously used, go to Meeting Notices Online at www.sos.ok.gov/meetings/legacy and search by key word to find wording used on website.)

ADDRESS:

CONTACT PERSON:

TELEPHONE:

SIGNATURE: _____

(IF EMAILING FORM, TYPE NAME OF PERSON AUTHORIZED TO SIGN FORM) DATE:

Special Meeting [Notice must be given at least 48 hours prior to meeting, as required by 25 O.S., § 311(A)(12)]

Date: _____ Time: _____
Location: _____

Amended Regular Meeting [Notice must be given not less than 10 days prior to implementation of change, as required by 25 O.S., § 311(A)(8)]

Originally scheduled:

Date: _____ Time: _____
Location: _____

Amended to:

Date: _____ Time: _____
Location: _____

Cancelled Regular Meeting

Date: _____ Time: _____
Location: _____

MAIL, DELIVER, OR EMAIL AS FOLLOWS:

Secretary of State/Office of Administrative Rules
421 NW 13th Street, Suite 220
Oklahoma City, OK 73103
Phone: 405-521-4911
Email: meetingnotices@sos.ok.gov

NOTE: IF YOU WOULD LIKE TO POST FUTURE MEETING NOTICES DIRECTLY TO THE WEBSITE AND ELIMINATE THE NEED FOR FILING PAPER COPIES, [CLICK HERE](#) OR CONTACT THE OFFICE OF ADMINISTRATIVE RULES FOR A USER ID AND PASSWORD.