

**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](http://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:

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 **Special Meeting** [Notice must be given at least 48 hours prior to meeting, as required by 25 O.S., § 311(A)(11)]

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 (*city*): \_\_\_\_\_

**MAIL, DELIVER, OR EMAIL AS FOLLOWS:**

Secretary of State/Office of Administrative Rules  
421 NW 13<sup>th</sup> Street, Suite 220  
Oklahoma City, OK 73103  
Phone: 405-521-4911

Email: [meetingnotices@sos.ok.gov](mailto: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.**