

RESOLUTION NO. 1752

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROKEN ARROW, OKLAHOMA ADOPTING CITY COUNCIL RULES OF PROCEDURE FOR SUBMISSION OF AGENDA ITEMS

WHEREAS, the City of Broken Arrow operates under the council-manager form of government pursuant to Title 11 of the Oklahoma Statutes; and

WHEREAS, Section 10-109 of Title 11 of the Oklahoma Statutes authorizes the City Council to adopt rules of procedure for the conduct of its meetings; and

WHEREAS, the Oklahoma Open Meeting Act (Title 25 O.S. § 301 et seq.) requires that all meetings of public bodies be conducted openly and with proper notice to the public; and

WHEREAS, it is in the best interest of the City of Broken Arrow to establish clear, consistent, and transparent procedures governing the submission, review, and placement of items on City Council meeting agendas; and

WHEREAS, the adoption of these Rules of Procedure will promote the orderly, efficient, and effective conduct of City Council meetings while ensuring full compliance with applicable state law and enhancing public participation and trust in local government; and

WHEREAS, the City Council desires to update and formalize its internal procedures relating to agenda preparation and item submission;

NOW, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROKEN ARROW, OKLAHOMA:

SECTION 1. AUTHORITY AND PURPOSE

These Rules of Procedure are adopted pursuant to Title 11 O.S. § 10-109 and other applicable provisions of the Oklahoma Municipal Code. They govern the conduct of City Council meetings and establish procedures for submitting, reviewing, and placing items on meeting agendas. The purpose is to promote orderly, efficient, and transparent meetings while ensuring compliance with the Oklahoma Open Meeting Act.

The City Council operates under the council-manager form of government. The City Manager serves as the chief administrative officer and is responsible for day-to-day operations and staff support to the Council.

SECTION 2. REGULAR AND SPECIAL MEETINGS

1. Regular meetings of the City Council shall be held on the first and third Tuesday of each month at 6:30 p.m. in the City Council Chambers at City Hall (or as otherwise scheduled and noticed). In June, meetings shall typically be held on the first and third Monday.

2. Special meetings may be called by the Mayor, City Manager or by a majority of the Council members in accordance with the Open Meeting Act.
3. All meetings shall be conducted in compliance with the Open Meeting Act, including proper posting of notice and agenda.

SECTION 3. AGENDA PREPARATION AND POSTING

The City Clerk, under the direction of the City Manager, shall prepare the agenda for each meeting. The final agenda must be posted at least 24 hours prior to the start of a regular meeting (excluding Saturdays, Sundays, and Oklahoma state holidays) in prominent public view at City Hall and/or on the City's website, as required by law.

Proclamations and congratulations shall continue to be submitted directly to the Mayor for review and approval prior to placement on the agenda, consistent with the guidelines approved by the City Council in 2011. Upon approval by the Mayor, such items shall be placed on the agenda without requiring co-sponsorship under Section 4.

SECTION 4. SUBMISSION OF AGENDA ITEMS – WHO MAY SUBMIT

Agenda items for regular City Council meetings may be submitted by the following:

1. Any member of the City Council.
2. The Mayor.
3. The City Manager (or designee).
4. Department heads, through the City Manager.
5. The City Attorney, for legal or procedural matters.

No item proposed by a single Council member or the Mayor shall be placed on the agenda for regular Council meetings unless it is co-sponsored by at least two additional Council members, for a minimum total of three (3) Council members supporting placement on the agenda as outlined in Section 4A Co-Sponsorship Process.

Members of the public may not submit agenda items directly. Public requests must be submitted through the formal process in Section 5.C using the "Request to Appear Before the Broken Arrow City Council" form. Such requests will be reviewed by the City Manager or designee who shall make a recommendation to the Mayor and Council. The final decision to place a public-requested item on the agenda rests with the Council.

SECTION 4A. CO-SPONSORSHIP PROCESS

A Council member or the Mayor seeking to place an item on the regular agenda shall submit the item in writing to the City Clerk or City Manager in the format required by Section 5. The City Clerk/City Manager shall then circulate the request to other Council members for co-sponsorship. Council members may indicate co-sponsorship by replying in writing (email is acceptable) to the City Clerk/City Manager without discussing the substance or merits of the item. Co-sponsorship shall be limited to a statement such as: "I co-sponsor placement of this item on the agenda." No

discussion of the policy, details, pros/cons, or potential action on the item shall occur among Council members outside of a properly noticed meeting. The City Manager or the City Clerk shall compile the required three (3) co-sponsors and advise the Mayor for final agenda compilation.

SECTION 5. PROCEDURE AND DEADLINES FOR SUBMITTING AGENDA ITEMS

A. Deadline for Submission. All proposed agenda items must be submitted in writing to the City Clerk (or through the City Manager's office) no later than 72 business hours prior to the meeting (or the next business day if that deadline falls on a non-business day or holiday). This provides sufficient time for staff review, preparation of backup materials, legal review, and timely posting of the agenda. The City Clerk's Office will prepare the appropriate form to be completed in submitting agenda items.

B. Required Format Submissions must include:

1. A clear, concise title for the agenda item.
2. A brief description of the item and the action requested (e.g., "Discussion and possible action to approve...").
3. Supporting documentation, reports, or resolutions/ordinances in draft form, if applicable.
4. The name, title, and contact information of the submitter.
5. For public submissions: Use the "Request to Appear Before the Broken Arrow City Council" form available at City Hall or online.

C. Review and Approval Process

1. The City Manager (or designee) shall review all proposed items for completeness, relevance, and legal sufficiency.
2. Items requiring significant staff work or legal review may be deferred to a subsequent meeting with notice to the submitter.
3. The Mayor, in consultation with the City Manager, shall have final administrative authority over the compilation and order of the agenda, subject to the right of any Council member to add an item by majority vote at a prior meeting or as "New Business."

E. Late Submissions Items submitted after the deadline may be considered only if:

1. They qualify as "New Business" under the Open Meeting Act, and
2. A majority of the Council agrees to add them (via motion during the meeting).

SECTION 6. CONSENT AGENDA

Non-controversial items (e.g., routine approvals, minutes, payments) may be placed on a Consent Agenda. Any Council member may request removal of an item from the Consent Agenda for individual discussion prior to voting.

SECTION 7. ORDER OF BUSINESS

The standard order of business for regular meetings shall generally follow The Standard Code of Parliamentary Procedure (Sturgis, 4th Ed.), unless otherwise modified by these rules or by majority vote of the Council. A typical order includes:

1. Call to Order
2. Invocation
3. Roll Call
4. Pledge of Allegiance to the Flag
5. Consideration of Consent Agenda
6. Consideration of Items Removed from Consent Agenda
7. Public Hearings, Appeals, Presentations, Recognitions, Awards
8. Citizens' Opportunity to Address the Council on General Topics Related to City Business or Services (No Action may be taken on matters under this item)
9. General Council Business
10. Preview Ordinances
11. Ordinances
12. Remarks and Inquiries by Governing Body Members
13. Remarks and updates by City Manager, including Recognition of Recent Accomplishments by Employees and Elected Officials.
14. Executive Session
15. Adjournment

SECTION 8. PUBLIC COMMENT

Public comment on posted agenda items is permitted in accordance with current city practice, adopted policies and the Open Meeting Act. Speakers must sign up using the official form and are generally limited to three (3) minutes per speaker unless the presiding officer grants additional time. The Council may limit the total public comment period as needed for efficiency.

SECTION 9. SUSPENSION OR AMENDMENT OF RULES

These Rules may be suspended for a specific meeting by a two-thirds (2/3) vote of the Council members present. Amendments to these Rules require a majority vote of the entire Council at a regular meeting and must be noticed on the agenda.

SECTION 10. PARLIAMENTARY AUTHORITY

Except as otherwise provided herein, the City Council shall follow The Standard Code of Parliamentary Procedure by Alice Sturgis, 4th Edition.

SECTION 11. EFFECTIVE DATE

These Rules shall take effect immediately upon adoption.

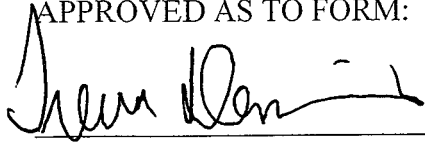
ADOPTED by the Council: _____, 2026

ATTEST:

Mayor

(SEAL) City Clerk

APPROVED AS TO FORM:



City Attorney