



## Oklahoma Municipal League

# INFORMATION FOR CANDIDATES FOR MUNICIPAL OFFICES

*The Oklahoma Legislature passed Senate Bill 587 over Governor Brad Henry's signature in 2005. Codified at Title 11 Section 8-114 of the Oklahoma Statutes, this bill provides that every official elected to a municipal office for the first time after January 1, 2005 shall complete a training institute for municipal officials. The institute shall consist of eight (8) hours of instruction in the following areas: **municipal budget requirements, the Oklahoma Open Meeting Act, the Oklahoma Open Records Act, ethics, procedures for conducting meetings, conflict of interest, and purchasing procedures.** This training must be completed within one (1) year of taking the oath of office or the individual will vacate the position. The Legislature extended the training requirement in the Second Regular Session to include officials **appointed** to a municipal office **after January 1, 2006.***

## MANDATORY TRAINING REQUIREMENTS FOR MUNICIPAL ELECTED OFFICIALS

### Who Does the Act Apply To?

Q: Who falls under the new mandatory training requirements in SB 587?

A: Each person elected or appointed for the first time as an officer of a municipality as defined by (11 O.S.), paragraph 6 of Section 1-102 of this title, shall be required within one (1) year after taking the oath of office to attend an institute for municipal officials. "Officer or official" means any person who is elected to an office in municipal government or is appointed to fill an unexpired term of an elected office, and the clerk and the treasurer whether elected or appointed. When "officer" or "official" is modified by a term which refers to a personnel position or duty, the holder of the position or duty is not an officer or official of the municipality for any purpose.

Q: So, if I was reelected after January 1, 2005 or reappointed after 2006, am I required to be trained?

A: No. It only applies to those elected or appointed for the first time.

Q: Does the Act only require training for governing body members elected after January 1, 2005?

A: No. The Act applies to all those elected or appointed for the first time to a "municipal office."

Q: Does this mean the Act applies to elected or appointed clerks and treasurers and any other municipal elected officials?

A: Yes, if they are elected for the first time after January 1, 2005, or appointed for the first time after January 1, 2006.

Q: What if a person was elected for the first time in a special election prior to January 1, 2005?

A: The Act would not apply since the election was not held after January 1, 2005.

Q: What if an individual was appointed after January 1, 2006 to fill a vacancy in an elected position?

A: The Act applies to those "elected or appointed for the first time." If you are unsure consult your municipal attorney.

Q: Does the act apply to elections or appointments held under the Town Meeting Act?

A: Yes.

### **When Must the Training Occur?**

Q: How soon must a person be trained who is elected for the first time after January 1, 2005, or appointed for the first time after January 1, 2006?

A: Within one year after taking the oath of office.

Q: If there was a special election to fill a vacancy and the winner took the oath of office on July 10, 2012 when must the training occur?

A: Within one year of taking the oath of office – July 10, 2013.

### **What Kind of Training Does SB 587 Require?**

Q: Is specialized training required?

A: Yes.

Q: How many hours are required?

A: Eight hours of training in specific areas of municipal law are required.

Q: What are these specific areas of the law?

A: Municipal finance issues of budget and purchasing requirements, Open Meetings Act and conducting public meetings, Open Records Act, ethics and conflict of interest.

Q: Does OML qualify as a trainer?

A: Yes, OML has been certified by the Oklahoma Department of Career and Technology Education (CareerTech) as a qualified trainer under the criteria of Senate Bill 587.

### **What are the Options for Training Dates and Places?**

OML hosts training institutes at locations throughout the state. Visit the OML website, [www.oml.org](http://www.oml.org), or call OML toll free, 1(800)324-6651 or (405)528-7515, for registration information for training dates.

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*This information is provided to you by the Oklahoma Municipal League. OML is a trade association composed of member cities and towns. OML is engaged in training, education, legislative services and legal research for city and town officials statewide. Please refer any comments or questions to the League at 1(800)324-6651, (405)528-7515 or visit OML on the web at [www.oml.org](http://www.oml.org)*



201 N.E. 23rd Street, Oklahoma City, OK 73105  
(405)528-7515 / 1(800)324-6651  
Fax (405)528-7560 / [www.oml.org](http://www.oml.org)