



## REGISTRATION - \$95

State law requires each person elected or appointed for the first time as an officer of a municipality to attend an institute for municipal officials. The statute is codified at Title 11 O.S. Section 8-114.

An officer is defined in 11 O.S. Section 1-102 as “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.”

The Oklahoma Municipal League is certified by the Department of Career and Technology as a trainer to implement this Act.

### Additional Information:

- This workshop offers 6 hours of CMO (Certified Municipal Officials) credit.
- This workshop also fulfills State Certification requirements for the MC&T Certification Program.

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Questions?  
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# NEW MUNICIPAL OFFICIALS INSTITUTE

For registration information  
please visit [www.OML.org/noi](http://www.OML.org/noi)

June 29, 2023  
Rose State College  
Student Union  
1910 Hudiburg Drive  
Midwest City, OK 73110

July 21, 2023  
Tulsa Tech Lemly Campus  
Client Services Building  
3638 Memorial Drive  
Tulsa, OK 74145

**More dates and locations to  
come!**

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## AGENDA

8:00–8:30 a.m.	<b>Registration</b>
8:30–9:15 a.m.	<b>Welcome &amp; Principles of Municipal Government</b> Daniel McClure, OML
9:15 – 10:00 a.m.	<b>Debt Limitation &amp; Budgeting</b> Christian Rinehart, OML
10:00 - 10:10 a.m.	<b>Break</b>
10:10 a.m. – 10:55 a.m.	<b>Property Rights</b> Daniel McClure, OML
10:55 – 11:40 a.m.	<b>Purchasing &amp; Spending</b> Christian Rinehart, OML
11:40 a.m. – 12:50 p.m.	<b>Lunch</b> ( <i>on your own</i> )
12:50 –2:00 p.m.	<b>Open Meetings and Open Records, Procedures &amp; Decorum</b> Daniel McClure, OML
2:00 - 2:10 p.m.	<b>Break</b>
2:10 – 3:25 p.m.	<b>Employment Overview</b> Monica Coleman, OMAG
3:25 p.m. – 3:50 p.m.	<b>Property Land Use and Zoning</b> Daniel McClure, OML
3:50–4:00 p.m.	<b>Break</b>
4:00–4:30 p.m.	<b>Gifts, Conflict of Interest, &amp; Nepotism</b> Christian Rinehart, OML
4:30–5:00 p.m.	<b>Ethics</b> Daniel McClure, OML