



**AGENDA**  
**HIGHLAND CEMETERY BOARD**  
**SPECIAL MEETING**  
**OWEN'S MULTIPURPOSE CENTER**  
**1405 SW 11<sup>TH</sup> STREET, LAWTON, OKLAHOMA**  
**SOUTH CONFERENCE ROOM/BREAK ROOM**  
**WEDNESDAY, NOVEMBER 23, 2022, 2:00 PM**

**AGENDA**

- I. CALL TO ORDER/ ROLL CALL**
- II. NEW BUSINESS:**
  - A. Consider approving proposed Annual Meeting Notice for calendar year 2023.  
**Attachment:** Annual Meeting Notice 2023
- III. ADJOURN**

"The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if interpreters for the deaf (signing) are not the necessary accommodation."

ITEM NO. 2A

MTG. DATE November 23, 2022

**HIGHLAND CEMETERY BOARD**  
**AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider approving proposed Annual Meeting Notice for calendar year 2023.

**INITIATOR:** Ryan Brady, Recording Administrative Assistant

**INFORMATION SOURCE:** Park & Recreation's Office

**BACKGROUND:** Annual Meeting Notice has been drafted awaiting approval

**EXHIBITS:** Annual Meeting Notice Calendar Year 2023

**KEY ISSUES:** N/A

**FUNDING SOURCE:** N/A

**RECOMMENDED ACTION:** Approve proposed Annual Meeting Notice for calendar year 2023

2023 ANNUAL MEETINGS  
NOTICE OF MEETING

**HIGHLAND CEMETERY BOARD**

TYPE OF MEETING

|                    |       |                                     |
|--------------------|-------|-------------------------------------|
| Regular Meeting *  | ( X ) | Rescheduled Regular Meeting*** ( )  |
| Special Meeting ** | ( )   | Continued or Reconvened Meeting ( ) |
| Emergency Meeting  | ( )   |                                     |

First Wednesday of Every Quarter, 2023

| DATE                       | TIME    | PLACE OF MEETING                 |
|----------------------------|---------|----------------------------------|
| Wednesday, January 4, 2023 | 2:00 PM | Owens Multi-purpose Center       |
| Wednesday, April 5, 2023   | 2:00 PM | 1405 SW 11 <sup>th</sup> St      |
| Wednesday, July 5, 2023    | 2:00 PM | Lawton, OK 73501                 |
| Wednesday, October 4, 2023 | 2:00 PM | South Conference Room/Break Room |

To be completed by person filing notice:

Name: Ryan Brady  
Title: Administrative Assistant III, Parks and Recreation  
Address: Owens Center, 1405 SW 11th St, Lawton, OK 73501  
Phone: 580-581-3400 ext. 1824

Filed in the office of the municipal clerk at \_\_\_\_\_ a.m./p.m. on  
\_\_\_\_\_.

Signed: \_\_\_\_\_  
Clerk/Deputy Clerk

\* The notice and the agenda of the meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 24 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (ə 311, #9, Title 25, Okla. Statutes)

\*\* The notice of the special meeting shall be given in writing, in person or by telephone at least 48 hours before the meeting. The notice and the agenda of the special meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 48 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (ə 311, #11, Title 25, Okla. Statutes)

\*\*\* Notice of any change in the date, time or place of a regularly scheduled meeting shall be given not less than 10 days prior to the implementation of such change. (ə 311, #8, Title 25, Okla. Statutes)