



City of Lawton

City Council

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Special Meeting Agenda

Tuesday, July 1, 2025

6:00 PM

Lawton City Hall
Wayne Gilley Auditorium

Meeting Called to Order with Invocation and Pledge of Allegiance

"Official action can be taken only on items which appear on the agenda. The Council may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Council may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Council may refer the matter to the City Manager or the City Attorney. The Council may also refer items to standing committees of the Council or a board, commission, or authority for additional study. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

Roll Call

Business Items

1. Consider approving a resolution amending Appendix A, Schedule of Fees and Charges, Lawton City Code, 2015, by amending fees for online landfill payments and in-person credit/debit card landfill payments as set forth in Exhibit "A" of the resolution, and establishing an effective date.
2. Discuss proposed amendments to the Lawton City Charter, receive public comments, select all propositions that will be presented to the electorate at the September 9, 2025 election, and provide direction to staff to prepare the election resolution and exhibits.

Executive Session

3. Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in executive session to discuss the pending action in the District Court of Comanche County titled Julie Magness v. City of Lawton, CJ-2023-410 and, if necessary, take appropriate action in open session.

Adjournment

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) is not the necessary accommodation."

Item Title:

Consider approving a resolution amending Appendix A, Schedule of Fees and Charges, Lawton City Code, 2015, by amending fees for online landfill payments and in-person credit/debit card landfill payments as set forth in Exhibit "A" of the resolution, and establishing an effective date.

Initiator: Rebecca Johnson, Director

Information Source: Rebecca Johnson, Director

Background:

On February 25, 2025, Council approved a merchant services agreement between the City of Lawton and CSG Forte Payments, Inc. to provide payment processing and related services to the Solid Waste division. These services include online and in-person credit/debit card payments with a 2.95% convenience fee (minimum fee of \$2.20 per transaction). Fees for eChecks are tiered based on the transaction amount and are listed in the attached pricing fee schedule. City code allows for convenience fees, but Appendix A needs to be updated with the rates charged by CSG Forte Payment, Inc.

Correlation to the True North Statement:**Exhibit:**

Resolution No. 25-____; Pricing Fee Schedule from approved Payment Processing Agreement with CSG Forte Payments, Inc.

Key Issues:

None

Funding Source:

N/A

Recommended Action:

Approve Resolution No. 25-_____.

ATTACHMENTS:

1. Resolution No. 25-
2. CSG Forte Pricing Fee Schedule

RESOLUTION NO. 25-_____

A RESOLUTION AMENDING APPENDIX A, SCHEDULE OF FEES AND CHARGES, LAWTON CITY CODE, 2015, BY ADDING FEES FOR ONLINE AND IN-PERSON CREDIT, DEBIT AND E-CHECK PAYMENTS FOR LANDFILL CHARGES AS SET FORTH IN EXHIBIT “A” OF THE RESOLUTION, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, on February 25, 2025, Lawton City Council approved a merchant services agreement between the City of Lawton and CSG Forte Payments, Inc.; and

WHEREAS, said agreement allows the City to streamline landfill billing and payments to the City, including credit card processing and online payment services; and

WHEREAS, Section 1-2-205 of the Lawton City Code provides additional fees are implemented by amendment of Appendix A, Schedule of Fees and Charges, Lawton City Code, 2015, upon passage of a resolution amending Appendix A by the City of Lawton; and

WHEREAS, the Lawton City Council has determined that the specific increases set forth in Exhibit “A” hereto are necessary due to increased costs in providing such payment and card processing services.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Lawton, Oklahoma that:

Section 1. Appendix A, Schedule of Fees and Charges, Lawton City Code, 2015, be amended as set out in the attached Exhibit “A”.

Section 2. The provisions of this resolution shall be in full force and effect on and after July 1, 2025.

Section 3. The Mayor and the City Clerk of the City of Lawton are hereby authorized to sign and execute this resolution.

ADOPTED and **APPROVED** by the Council of the City of Lawton, Oklahoma, this 1st day of July, 2025.

(SEAL)

STANLEY BOOKER, MAYOR

ATTEST:

DONALYNN BLAZEK-SCHERLER, CITY CLERK

APPROVED as to form and legality this 1st day of July, 2025.

TIMOTHY E. WILSON, INTERIM CITY ATTORNEY

EXHIBIT “A”

Article A-10-10 Other fees and charges.

FEE BASED ON PERCENTAGE OF COST:

10-1001	Cost of public works improvement up to \$2,000	4.5%
10-1001	Cost of public works improvement for next \$3,000	4.0%
10-1001	Cost of public works improvement for next \$5,000	3.5%
10-1001	Cost of public works improvement for next \$15,000	3.0%
10-1001	Cost of public works improvement for next \$25,000	2.5%
10-1001	Cost of public works improvement over \$50,000	2.0%

CARD PROCESSING/ONLINE PAYMENT FEES

10-1002	Per card transaction with Visa, Mastercard, Discover and AMEX for non-utility and non-landfill transactions	2.75% \$0.95 minimum
10-1002	Per card transaction with Visa, Mastercard, Discover for utility transactions up to \$300 per transaction	3.75
<u>10-1002</u>	<u>Per card transaction with Visa, Mastercard, Discover and American Express for landfill transactions</u>	<u>2.95%</u> <u>\$2.20 minimum</u>
<u>10-1002</u>	<u>Per eCheck transaction for landfill transactions up to \$50,000.00 per transaction</u>	<u>\$2.00</u>
<u>10-1002</u>	<u>Per eCheck transaction for landfill transactions \$50,001.01 to \$75,000.00</u>	<u>\$3.00</u>
<u>10-1002</u>	<u>Per eCheck transaction for landfill transactions \$75,001.01 to \$100,000.00</u>	<u>\$6.00</u>
<u>10-1002</u>	<u>Per eCheck transaction for landfill transactions \$100,001.01 to \$150,000.00</u>	<u>\$10.00</u>
<u>10-1002</u>	<u>Per eCheck transaction for landfill transactions \$150,001.01 to \$250,000.00</u>	<u>\$15.00</u>

**SCHEDULE 1
PRICING FEE SCHEDULE
(City of Lawton, OK)**

1. Service (Convenience) Fee Pricing Option:

- a) **MasterCard, Visa, Discover and American Express cards**
2.95% of the payment amount with a minimum fee of \$2.20 based upon volume.
- b) **Electronic Check – Online WEB Payments**
(Includes Forte Verification for known accounts)

eCheck Transaction Tiers	Fees	Frequency
\$0.00 to \$50,000.00	\$2.00 w/Verification	Per Transaction
\$50,000.01 to \$75,000.00	\$3.00 w/Verification	Per Transaction
\$75,000.01 to \$100,000.00	\$6.00 w/Verification	Per Transaction
\$100,000.01 to \$150,000.00	\$10.00 w/Verification	Per Transaction
\$150,000.01 + \$250,000.00	\$15.00 w/Verification	Per Transaction

2. Equipment Pricing:

Standard Product	Description	Fees and Cost of Equipment
VeriFone V400c Terminal (Hybrid with cables)		U\$450.00 per terminal plus shipping

Item Title:

Discuss proposed amendments to the Lawton City Charter, receive public comments, select all propositions that will be presented to the electorate at the September 9, 2025 election, and provide direction to staff to prepare the election resolution and exhibits.

Initiator: Stan Booker, Mayor

Information Source: Stan Booker, Mayor

Background:

The City Charter of the City of Lawton serves as the foundational governing document for municipal operations, establishing the structure of government, defining the powers and duties of elected officials, and outlining administrative processes. From time to time, the Charter may require updates to align with evolving governance needs, legal standards, or operational efficiencies.

Per the Oklahoma Constitution and state statutes, any proposed amendments to a city charter must be approved by a majority vote of the qualified electors of the municipality at an election called for that purpose.

Submissions for proposed Charter amendments have been collected from members of the City Council, the Mayor, City staff, and citizens. Public input was also gathered during a public input meeting held on June 27, 2025, and through written submissions to the City Clerk's Office. All received submissions have been compiled and included in the attached exhibit for review.

The purpose of this item is for the City Council to discuss the proposed amendments, select the propositions to be submitted to voters, and provide direction to staff regarding preparation of the election resolution for the September 9, 2025 election. Public comment will be welcome during discussion of this item.

Correlation to the True North Statement:

Transparency and Trust; Our Pursuit of Excellence

Exhibit:

Lawton City Charter; List of Proposed Charter Change Suggestions; 2025 Statutory Election Deadline Calendar; 2025 Voter Information Calendar

Key Issues:**Funding Source:**

Recommended Action:

Discuss proposed amendments to the Lawton City Charter, receive public comments, select all propositions that will be presented to the electorate at the September 9, 2025 election, and provide direction to staff to prepare the election resolution and exhibits.

ATTACHMENTS:

1. CITY_CHARTER_OF_THE_CITY_OF_LAWTON
2. Proposed Charter Changes DRAFT List (Suggestions Only)
3. 2025-statutory-election-dates-deadlines
4. 2025-voter-information-calendar

Appendix C

CITY CHARTER OF THE CITY OF LAWTON

Article C-A EDITOR'S NOTE

Section C-A-1 Editor's note.

Editor's Note: The City Charter was amended at an election held on March 21, 1995. The amended City Charter was approved by the Governor on April 13, 1995.

The City Charter was amended again at an election held on March 10, 1998. The amended City Charter was approved by the Governor on April 7, 1998.

The City Charter was amended again at an election held on March 8, 2005. The amended City Charter was approved by the Governor on April 18, 2005.

The City Charter was amended again at an election held on February 14, 2012. The amended City Charter was approved by the Governor on March 26, 2012.

The Charter has been published using the Municode database publishing system. For the purposes of this computer database program, the Charter has been labeled Appendix "C" and a letter "C" placed before the section number. This numbering system in no way changes the wording or intent of the City Charter. The Charter will continue to be cited by section number. Thus, the Charter provision on the mayor and mayor pro tem will be cited as Section 2-2.

The Charter will continue to be placed in the front part of the current City Code book.

Article C-B PREAMBLE

Section C-B-1 Preamble.

Beneath an August sun in 1901, our community began...an adventure of certain risk but of uncertain reward.

Yet those who then so courageously committed themselves thereby directed us to the high plateau of opportunity which we now enjoy.

This Charter, in a sense, is an expression of our gratitude.

But it is much more than that.

It is a new beginning...dedicated to the challenge of change.

It seeks to conserve what is good, correct what is lacking, and above all, to create an instrument by which the community purpose may best be achieved.

And, as we and our children move down the long corridors of time which lie ahead, we hope that, through this document, those who follow will sense and respond to the bright expectations of this summer of 1972.

Therefore, in this reflection and this spirit, we the people of the City of Lawton, exercising the powers of home rule granted to us by the Constitution and laws of the State of Oklahoma, in order to provide for more efficient, responsive, and responsible government, do hereby ordain, ratify, and establish this Charter.

Article C-1 INCORPORATION-FORM OF GOVERNMENT-POWERS-GENDER

Section C-1-1 Incorporation.

The City of Lawton, Oklahoma, within the corporate limits as now established or as hereafter may be established, shall continue to be a municipal body politic and corporate in perpetuity under the name of "City of Lawton." It shall succeed to and possess all the property, rights, privileges, franchises, powers, and immunities now belonging to the corporation known as the City of Lawton; and shall be liable for all debts and other obligations for which the corporation is legally bound at the time this Charter goes into effect.

Section C-1-2 Powers of the city.

- a. The city shall have all powers possible for a city operating under a home-rule Charter to have under the constitution and laws of this state as fully and completely as though they were specifically enumerated in this Charter.
- b. The specific mention of particular powers in this Charter shall not be construed as limiting in any way the general powers stated in this article.

Section C-1-3 Planning and zoning—General grant of power.

- a. The City of Lawton shall have full power to promote the general welfare by regulating the use of property and by controlling the development of the city. This power is exercised in planning and zoning within the city limits according to the constitution of the United States and the constitution of this state. The city also may exercise powers of planning and zoning granted by the state in respect to matters of general state concern, as aforesaid, and also in respect to property situated outside the city limits.
- b. The scope of the planning function shall include, but shall not be limited to, the development and administration of a Comprehensive Plan which will provide for the careful and thoughtful integration of residential, commercial, industrial, public, and other elements to achieve and preserve social purposes, economic values, and aesthetic quality of the neighborhoods and of other areas that compose the city. At a minimum, the Comprehensive Plan shall include the following plans as an integral part of the document; a Land Use Plan to be proposed by the City Planning Commission; a Long Range Transportation Plan to be proposed by the Lawton Metropolitan Planning Organization; and a Strategic Plan to be prepared under the direction of the Mayor. The Comprehensive Plan and all related plans included therein shall be adopted by a resolution of the City Council. The mayor shall have the authority to convene a citizens committee to review and propose revisions to the Strategic Plan.
- c. The process for preparation and review of the Comprehensive Plan shall be set forth in City Council Policy. Review and/or update of the Comprehensive Plan shall recur at periods of not more than five (5) years. This review shall include all means of transportation, including pedestrian and other appropriate modes, recreational facilities, expressways, and other appropriate elements.
- d. In the creation of this integrated land-use pattern, the city will seek a combination of densities and varieties of uses which will be directed to objectives of both stability and innovation.
- e. The City Council shall make a reasonable attempt to implement the Comprehensive Plan with the resources available.

(Amended: 3/21/95)

(Res. 2011-106, Amended, 03/26/2012)

Section C-1-4 Intergovernmental relations.

The city may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil divisions or agencies thereof, or the United States or any agency thereof.

Section C-1-5 Feminine gender.

When the masculine gender is used in this Charter, it shall also include the feminine unless the masculine alone is clearly indicated.

(Amended: 3/21/95)

Article C-2 THE MAYOR AND COUNCIL

Section C-2-1 Mayor and councilmembers—Number, qualifications.

- a. There shall be a mayor elected at large and a council of eight members, which shall consist of one councilmember from each of the eight wards of the city.
- b. Any person who seeks elective office in the City of Lawton, Oklahoma, for municipal government, either by filing a declaration of candidacy or by seeking appointment, must be a registered voter at an address within the municipality if running for mayor, or from an address within the ward if running for a ward position, for at least six (6) months prior to filing a declaration of candidacy or seeking appointment. A change in ward boundaries shall not prohibit a councilmember from completing his term of office. Neither the mayor nor any councilmember may hold any office in the city government by appointment by the city manager or by any subordinate of the city manager.
- c. A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or to be elected to or to be appointed to the offices of mayor or councilmember of this City for a period of fifteen (15) years following completion of his sentence or during the pendency of an appeal of such conviction or plea. The provisions of this section shall not be construed to preclude a person who has received a pardon from being eligible for or from holding the office of mayor or councilmember.
- d. A person who, while in the office of mayor or council member, is convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall forfeit his eligibility to remain in the office of mayor or council member of this City and the office shall be vacated immediately when the case is finally determined.

(Res. 2004-153, Amended, 04/18/2005)

Created: 2025-05-23 11:16:32 [EST]

(Supp. No. 11, Update 2)

(Res. No. 16-63, Exh. A(Prop. 2), 8-9-2016, appr. 11-8-2016)

Section C-2-2 Mayor and mayor pro tem.

- a. The mayor shall preside at meetings of the council, and shall ensure an agenda is available for council meetings. He shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law. He shall have no administrative duties except to sign such written obligations of the city as the council may require. He shall have the right to vote on questions before the council only in case of a tie, adoption of the annual budget, and on motions to appoint, suspend, or remove the city manager, city attorney and city clerk. The mayor shall present annually a public address on the state of the city at a time and place of his designation, and shall deliver, from time to time, such other messages to the council and citizens of the city as he deems appropriate.
- b. At the first meeting after the time prescribed for the beginning of the terms of newly elected councilmembers, or as soon thereafter as practicable, the council shall elect from its membership a mayor pro tem, who shall exercise all the powers of the mayor except those noted below until the next such first meeting. The mayor pro tem shall act as mayor during the absence, disability, or suspension of the mayor, or, if a vacancy occurs in the office of mayor, until another mayor is elected by the council for completion of the unexpired term and qualifies. If the office of mayor pro tem becomes vacant, the council shall elect from its membership another mayor pro tem for completion of the unexpired term. The mayor pro tem shall cast only one vote on each issue before the council and shall not have the authority to veto any ordinance.
- c. When the mayor is absent and the question before the council requires five (5) affirmative votes for passage and the votes cast result in a tie of four affirmative votes and four (4) negative votes, the matter will be continued or rescheduled for the next regular meeting of the council when the mayor will be in attendance.

(Amended: 3/21/95)

(Res. 2011-106, Amended, 03/26/2012)

Section C-2-3 Mayor and councilmembers—Compensation.

- a. The salaries of the mayor and councilmembers shall be determined from time to time:
 - (1) By an initiated ordinance adopted by a vote of a majority of the qualified electors of the city voting on the question; or
 - (2) By a non emergency ordinance passed by the council. Such nonemergency ordinance shall be published in full in a newspaper of general circulation within the city within ten (10) days after its passage; and if a sufficient and lawful referendum petition is properly filed within thirty (30) days after the passage of such ordinance, the ordinance shall not go into effect until approved by a majority of the qualified electors of the city voting on the question at an election.
- b. The mayor and councilmembers may be reimbursed for expenses incurred in the performance of their official duties.

(Amended: 3/21/95)

Section C-2-4 Council—Powers.

Except as otherwise provided in this Charter, all powers of the city, including the determination of all matters of policy, are vested in the council as indicated herein. The council shall have power, subject to the state constitution, law, and this Charter:

- (1) To appoint and remove the city manager, city attorney, city clerk and municipal court judge.
- (2) By ordinance to enact municipal legislation.
- (3) To adopt the budget, raise revenue, and make appropriations; and to regulate bond elections, issuance of bonds, sinking funds, the funding of indebtedness, salaries, wages, and other compensation of officers and employees, and all other fiscal business of the city.
- (4) The City Council shall establish an amount within the City's General Fund to constitute a committed fund balance for the limited purpose of responding to qualified emergencies and events as set out in the Lawton City Code in order to minimize or stabilize the financial impact such emergencies have on existing resources.
- (5) To monitor the function of any office, department, or agency of the city government, and investigate municipal business; and if necessary, to subpoena witnesses, take testimony, and require the production of evidence.
- (6) To appoint or elect on nomination by the mayor, and remove the members of the redistricting commission, the members of the personnel board, the members of the library board, the members of the park board, the members of the cemetery board, the members of the planning commission, the members of the board of adjustment, and other quasi-legislative, quasi-judicial, or advisory personnel and authorities, now or when and if established, or to prescribe the method of appointing or electing and removing them; provided, that a member of a board, commission, or other plural authority may be removed only for cause.
- (7) To regulate elections, the initiative and referendum, and recall.
- (8) To create, change, and abolish all offices, departments, and agencies of the city government other than the offices, departments, and agencies created by this Charter; and to assign additional powers, duties, and functions consistent with this Charter to offices, departments, and agencies created by this Charter.

(Amended: 3/21/95; and 3/10/1998.)

(Res. 2011-106, Amended, 03/26/2012)

Section C-2-5 Council—Appointments and removals.

Neither the mayor, the council, nor any of its members may direct or request the appointment of any person to, or his removal from, office or employment with the city except the city manager, city clerk, municipal judge, and the city attorney; or, except as provided in this Charter, participate in any manner in the appointment or removal of employees of the city, other than the expression of views and the giving of information to the appointing authority. Except for the purpose of inquiry, the mayor, the council, and its members shall deal with the administrative service solely through the city manager; and neither the mayor, the council, nor any member thereof may give orders on administrative matters to any subordinate of the city manager either publicly or privately.

(Amended: 3/21/95; and 3/10/1998.)

Section C-2-6 Reserved.

Section C-2-7 Council—Meetings.

The council shall hold at least two regular meetings every month, at such time as prescribed by ordinance or otherwise. The mayor or any five councilmembers may call special meetings. All meetings of the council shall be held and conducted as authorized by the Oklahoma Open Meeting Act. In determining the time of council meetings, the council shall consider the public convenience.

(Amended: 3/21/95)

Section C-2-8 Mayor and councilmembers—Absences to terminate membership.

If the mayor or any councilmember is absent from more than one-half of all the regular meetings of the council held within any period of four consecutive calendar months, he shall thereupon cease to hold office; provided, however, absences due to illness or injury shall not be counted in calculating the number of absences within any such period of four consecutive calendar months, unless absences for any reason exceed more than one-half of all regular and special meetings of the council held within any period of twelve consecutive calendar months. In the latter case, the councilmember shall thereupon cease to hold office regardless of whether any of the absences were due to illness or injury.

(Amended: 3/21/95)

(Res. No. 16-63, Exh. A(Prop. 1), 8-9-2016, appr. 11-8-2016)

Section C-2-9 Mayor and councilmembers—Removal.

The mayor or any councilmember may be removed from office for any cause specified by applicable state law for the removal of officers, and by the method or methods prescribed thereby, and by recall as provided in this Charter.

(Amended: 3/21/95)

Section C-2-10 Mayor and council—Vacancies.

The council, by majority vote of its remaining members, shall fill by appointment, vacancies in the office of mayor and in its own membership until successors are elected for the unexpired term of that office at the next possible municipal election.

(Amended: 3/21/95)

Section C-2-11 Council—Quorum, rules, roll call votes.

A majority of all of the members of the council shall constitute a quorum, but a smaller number may adjourn from day to day or from time to time. The council may determine its own rules. The vote on any question shall be by roll call, and shall be entered in the journal. A councilmember shall only abstain from voting on any matter when required by the conflict of interest provisions contained in C-8-14 in which case the abstention shall constitute neither a negative nor affirmative vote. The passage of an ordinance or resolution shall require at least five (5) affirmative votes.

(Amended: 3/21/95)

(Res. 2011-106, Amended, 03/26/2012)

Section C-2-12 Ordinances—Enacting clause.

The enacting clause of all ordinances passed by the council shall be, "Be it ordained by the Council of the City of Lawton, Oklahoma" and of all ordinances proposed by the voters under their power of initiative, "Be it ordained by the People of the City of Lawton, Oklahoma."

Section C-2-13 Ordinances—Passage.

Every proposed ordinance shall be read, and at least five affirmative votes shall be required for its passage. The vote on passage of every ordinance shall be by roll call, and shall be entered in the journal.

(Amended: 3/21/95)

Section C-2-14 Ordinances—Veto by mayor, etc.

- a. The mayor shall have power to veto ordinances. Within seven days after the council passes an ordinance, the mayor shall return it to the council or to the city clerk for transmittal to the council, with or without his approval or with his veto. If he vetoes an ordinance, he shall return with the ordinance and his veto a written statement of the reasons for his veto.
- b. If the mayor approves an ordinance within such seven days, it shall be deemed to be finally passed as of the time he approves it.
- c. If the mayor vetoes an ordinance, the council may reconsider it, and within not more than one month after the mayor returns the ordinance with his veto and the statement of the reasons for his veto, may pass the ordinance, notwithstanding the mayor's veto, by a vote of at least two-thirds of all the members of the council.
- d. If the mayor neither approves nor vetoes an ordinance within such time, it shall be deemed to be finally passed as of the time of expiration of said seven days or as of the time when he returns the ordinance to the council or to the city clerk, whichever occurs first.

Section C-2-15 Ordinances—Publication, when in effect.

Within ten (10) days after its passage, every ordinance shall be published in full or by number, title, and brief gist in a newspaper of general circulation within the city. Every ordinance except an emergency ordinance, so published, shall become effective thirty (30) days after its final passage unless it specifies a later time; provided, that a franchise for a public utility shall not go into effect until the ordinance granting it has been published in full in a newspaper of general circulation within the city and has been approved at an election by a vote of a majority of the qualified electors voting on the question.

Section C-2-16 Ordinances—Emergency.

An emergency ordinance is an ordinance which in the judgment of the council is necessary for the immediate preservation of peace, health, or safety, and which should become effective prior to the time when an ordinary ordinance would become effective. Every such ordinance shall contain, as a part of its title, the words, "and declaring an emergency"; and in a separate section, herein called the emergency section, shall declare the

emergency. At least six affirmative votes shall be required for the passage of an emergency ordinance. An emergency ordinance shall take effect upon passage or as specified.

(Amended: 3/21/95)

Section C-2-17 Ordinances—Adoption by reference.

The council by ordinance may adopt by reference codes, standards, and regulations relating to building, plumbing, electrical installations, and other matters which it has power to regulate otherwise. Such code, standard, or regulation so adopted need not be enrolled in the book of ordinances; but a copy shall be filed and kept in the office of the city clerk.

(Amended: 3/21/95)

Section C-2-18 Ordinances—Codification.

The permanent, general ordinances of the city shall be codified and published in book or pamphlet form at least every ten (10) years unless the council, by use of a loose leaf system, provides for keeping the Code up-to-date. The ordinances and parts of ordinances included in the Code may be revised, rearranged, and reorganized; and the Code may contain new matter, provisions of the state constitution and law applicable to the city, and this Charter. A copy of the published Code shall be filed in the office of the city clerk after the council adopts the Code by ordinance, but the Code need not be enrolled in the book of ordinances.

Section C-2-19 Ordinances—Initiative and referendum.

The powers of the initiative and referendum are reserved to the people of the city. In the exercise of these powers, the requirements of the state constitution and law shall be observed.

Article C-3 CITY MANAGER, ADMINISTRATIVE DEPARTMENTS, CITY ATTORNEY AND OFFICE OF THE CITY ATTORNEY

Section C-3-1 City manager—Appointment, term, qualifications, removal.

- a. There shall be a city manager. The council shall appoint the city manager for an indefinite term by at least five affirmative votes. The city manager shall be chosen on the basis of his executive and administrative qualifications. At the time of his appointment, he need not be a resident of the city or state; but, during his tenure of office, he shall reside within the city. Neither the mayor nor any councilmember may be appointed city manager or acting city manager during his term or within two years after the expiration of his term.
- b. The council may suspend or remove the city manager by at least five affirmative votes.

(Amended: 3/21/95)

Section C-3-2 Temporary absence or disability of city manager.

By letter filed with the city clerk, the city manager may designate, subject to council approval, a qualified city administrative officer to be acting city manager during his temporary absences and disabilities. During such an absence or disability, the council may revoke such designation at any time and appoint another person acting city manager to serve until the city manager returns or until his disability ceases. If the city manager fails to make such

designation, the council may appoint an acting city manager to serve during such times. The council may remove an acting city manager at any time.

Section C-3-3 City manager—Powers and duties.

The city manager shall be chief administrative officer and head of the administrative branch of the city government. He shall execute the laws and ordinances and administer the government of the city, and shall be responsible therefor to the council. He shall:

1. Appoint, and when deemed necessary for the good of the service, lay off, suspend, demote, or remove all directors, or heads, of administrative departments and all other administrative officers and employees of the city except as he may authorize the head of a department, or an agency to appoint, lay off, suspend, demote, and remove subordinates in such department, office, or agency.
2. Supervise and control, directly or indirectly, all administrative departments, agencies, and employees.
3. Prepare a preliminary budget annually and submit it to the City Council for review, revision and adoption; be responsible for the administration of the budget after it goes into effect, and recommend to the council any changes in the budget which he deems desirable.
4. Submit to the council a report as of the end of the fiscal year on the finances and administrative activities of the city for the preceding year.
5. Keep the council advised of the financial condition and future needs of the city, and make such recommendations to the council on matters of policy and other matters as may deem to him desirable.
6. Have such other powers, duties, and functions as this Charter may prescribe, and such powers, duties, and functions consistent with this Charter as the council may prescribe.

(Amended: 3/21/95)

(Res. 2011-106, Amended, 03/26/2012)

Section C-3-4 Administrative departments, offices and agencies.

There shall be a department of finance headed by a director of finance, a police department headed by a chief of police, a fire department headed by a fire chief, an office of the city attorney headed by the city attorney and such other administrative departments, offices, and agencies as the council may establish.

(Amended 03/10/1998)

Section C-3-5 City attorney and office of the city attorney.

- a. The city council shall appoint, by at least five affirmative votes, a city attorney who will serve at the pleasure of the council for an indefinite term. The city attorney shall be chosen solely on the basis of his legal qualifications and experience. At the time of appointment, the city attorney must be admitted to practice law in this state. During his tenure of office the city attorney shall reside within the corporate limits of the city. The city attorney shall be responsible for all actions and proceedings wherein the city shall be a party plaintiff or defendant, or otherwise a party in interest. The city attorney shall be legal advisor to the mayor, council, city manager, and department directors in relation to their duties, shall perform duties required of him by statutes, and perform such other lawful duties as may be required of him by the council.

-
- b. There shall be created an office of the city attorney which shall be administered by the city attorney. The personnel of the office of the city attorney shall be regular employees of the city and shall be subject to all rules, regulations, policies and ordinances for the administration of city personnel.

(Amended 03/10/1998)

Section C-3-6 City clerk to be clerical officer of council.

The city clerk shall be elected by the council for an indefinite term. He shall serve as clerical officer of the council. He shall keep the journal of its proceedings, and shall enroll in a book or books kept for the purpose all ordinances and resolutions passed by it; shall be custodian of such documents, records, and archives as may be provided by applicable law or ordinance; shall be custodian of the seal of the city, and shall attest, and affix the seal to, documents when required in accordance with applicable law or ordinance; and shall have other powers and duties consistent with this Charter as may be prescribed by ordinance or applicable law.

Article C-4 DEPARTMENT OF FINANCE-FISCAL AFFAIRS

Section C-4-1 Department of finance—Director of finance.

There shall be a department of finance, the head of which shall be the director of finance. The city manager shall appoint the director of finance for an indefinite term. Subject to and in accordance with this Charter, applicable law, and such ordinances and other policies as the council may adopt, the director of finance or personnel under his supervision and control shall collect or receive revenue and other money for the city; shall be responsible for its custody, safekeeping, deposit, investment, and disbursement; shall maintain a general accounting system for the city government; shall provide such assistance to the city manager in the preparation and administration of the budget as he may from time to time request; and shall have such powers and duties consistent with this Charter as may be prescribed by ordinance or applicable law. Reference to city treasurer shall be deemed to mean the director of finance unless the council by ordinance creates a separate office of city treasurer within the department of finance.

Section C-4-2 Purchases and sales.

- a. Before the purchase of, or contract for, any supplies, materials, or equipment, or the sale of any surplus or obsolete supplies, materials, or equipment, ample opportunity for competitive bidding, under such regulations, and with such exceptions, as the council may prescribe, shall be given; but the council shall not except an individual contract, purchase, or sale from the requirement of competitive bidding.
- b. The council by ordinance may further regulate such purchases and sales.

Section C-4-3 Sale of property valued at more than fifty thousand dollars (\$50,000).

The sale of any city property, real or personal, including public utilities, or of any interest therein, the value of which is more than fifty thousand dollars (\$50,000) may be made only:

- (1) By authority of an affirmative vote of a majority of the qualified electors of the city who vote on the question of approving or authorizing the sale at an election; or
- (2) By authority of a special nonemergency ordinance. Such ordinance shall be published in full in a newspaper of general circulation within the city within ten (10) days after its passage, and shall include a section reading substantially as follows:

"Section _____. This ordinance shall be referred to a vote of the electors of the city if a sufficient and lawful referendum petition is properly filed within thirty (30) days after its passage; otherwise it shall go into effect thirty (30) days after its passage."

The sale of an entire public utility may be authorized only as provided in (1) hereinabove.

Section C-4-4 Public improvements.

Public improvements may be made by the city government itself or by contract. The council shall award all contracts for such improvements; provided that the council may authorize the city manager to award such contracts not exceeding an amount to be determined by the council and subject to such regulations as the council may prescribe. In compliance with the Oklahoma Public Competitive Bidding Act, a contract for public improvements may be awarded only to the best responsible bidder after such notice and opportunity for competitive bidding as the council may prescribe. All bids may be rejected, and further notice and opportunity for competitive bidding may be given.

(Res. 2011-106, Amended, 03/26/2012)

Section C-4-5 Fiscal year.

The fiscal year of the city government shall begin on the first day of July and shall end on the last day of June of every calendar year.

Section C-4-6 Independent annual audit.

The council shall designate a certified public accountant or firm of accountants who shall make an independent audit of the accounts and evidences of financial transactions of the department of finance and of all other departments, offices, and agencies keeping separate or subordinate accounts or making financial transactions, as of the end of every fiscal year at least, and who shall report to the council and to the city manager.

Section C-4-7 Inventories.

The council by ordinance shall prescribe reasonable procedures for making inventories of, and accounting for, all property of the city, real and personal, wherever located.

Article C-5 MUNICIPAL COURT

Section C-5-1 Municipal court.

The municipal court now existing or as may be hereafter established in accordance with state law shall hear cases arising out of violations of the Charter or the ordinances of the city; provided that the council shall have the power to create by ordinance a municipal court pursuant to state law.

(Amended: 3/21/95)

Article C-6 ELECTIONS

Section C-6-1 Nomination and election—Terms—Nonpartisan elections, etc.

- a. Beginning with the second Monday in January 2013 and the second Monday in each January thereafter the term of office for the mayor or councilmember shall begin for their respective term, provided that this amendment shall not prohibit the mayor or councilmembers in office on the effective date of this amendment from completing the full three (3) year term of office for which they were previously elected. The mayor and councilmembers shall serve until their respective successors are elected and qualify. If a mayor-elect or a councilmember-elect fails to qualify within one (1) month after the beginning of his term, his office shall become vacant, and the vacancy shall be filled as other vacancies in the offices of mayor and councilmembers are filled.
- b. The mayor and each councilmember shall be elected for a term of three (3) years. Beginning with the swearing in of the mayor and councilmembers after the effective date of this amendment the number of three (3) year terms of the mayor and each councilmember shall be limited to three (3) consecutive terms.
- c. All candidates for mayor shall be elected, at large, by the qualified electors of the entire city. All candidates for councilmembers shall be elected, by wards, by the qualified electors of their respective wards.
- d. Both the primary and the general election shall be nonpartisan; and no party designation or emblem shall be placed on the ballots.
- e. Nothing in this Charter shall prohibit the use of voting machines.

(Amended: 3/21/95)

(Res. 2004-153, Amended, 04/18/2005)

(Res. 2011-106, Amended, 03/26/2012)

(Res. No. 16-63, Exh. A(Prop. 2), 8-9-2016, appr. 11-8-2016)

Section C-6-2 Wards—Redistricting Commission—Adjustment of wards.

- a. There shall be eight (8) wards, which shall be numbered from one (1) to eight (8).
- b. Redistricting Commission created.
 - (1) There shall be a Redistricting Commission, which shall consist of nine (9) voting members, as follows: One (1) member from the Planning Commission or its successor appointed by the mayor, and eight (8) members appointed by the council on nomination by the mayor. The planning director shall be an ex officio member of the commission, but shall have no vote.
 - (2) All members of the Redistricting Commission shall be qualified electors of the wards from which they are appointed and shall hold no other office or position of employment in the city government.
 - (3) The terms of all the nine (9) voting members shall be ten (10) years, beginning on July first. The eight (8) members appointed from the wards shall be chosen so as to reflect the principles set out in subsection c.(1) hereinbelow.
 - (4) Vacancies shall be filled by the respective appointing authority for the unexpired terms.
 - (5) In the absence of both the chairman and the vice-chairman, the member who is most senior in service on the Redistricting Commission shall be temporary chairman, may call special meetings, and may preside until a chairman is elected by the commission.

-
- c. Upon receipt of the results of the U.S. Census every tenth year, and at other times it deems desirable, the Redistricting Commission shall within a reasonable time, convene and approve a resolution, to be filed with the City Clerk, readjusting the wards and their boundaries to comply with the following requirements:
 - (1) Each ward shall be formed of compact, contiguous territory with boundaries drawn to reflect and respond to communities of common interest, ethnic background, and physical boundaries, to the extent reasonably possible; and
 - (2) The wards shall be substantially equal in population.
 - d. At least ten (10) days before passing the resolution, the Redistricting Commission shall hold a public hearing thereon. At least five (5) votes shall be required for passage of the resolution, and the vote on passage shall be by roll call and shall be entered in the minutes of the commission. A map showing the wards and their boundaries shall be appended to the resolution. The resolution shall go into effect when filed with the city clerk. Thereupon, the new wards and boundaries shall supersede the previous wards and boundaries for purposes of the next primary and general election, and for all other purposes on the day on which the terms of the councilmembers elected that year begin.
 - e. When territory is annexed to the city, the Redistricting Commission, by resolution in the manner provided hereinabove, shall incorporate it into the adjacent ward or wards or shall readjust the wards and boundaries as provided hereinabove, as it deems appropriate.

(Amended: 3/21/95)

(Res. 2011-106, Amended, 03/26/2012)

Section C-6-3 Primary election—Filing.

Any person qualified for the office for which he is filing may have his name placed on the ballot for the primary election as a candidate for mayor or councilmember by filing, during the period specified by State law as set forth in Chapter 2 of Lawton City Code, of each municipal election year, with the secretary of the county election board, a sworn statement of his candidacy, specifying the office for which he is a candidate. The filing period shall commence on Monday of said week and end on Wednesday of said week during the hours specified in the resolution calling the election. A full calendar week is defined as Sunday through the next Saturday, a seven (7) day period.

(Res. 2004-153, Amended, 04/18/2005)

(Res. 07-06, Amended, 04/03/2007)

(Res. 2011-106, Amended, 03/26/2012)

Section C-6-4 Primary election—Time, etc.

A primary election shall be held every year on the date and in the month set forth in Chapter 2 of Lawton City Code, for mayor and councilmembers to succeed those whose terms are expiring in the following year, as the case may be. If only one (1) person is a candidate for an office to be filled, he shall be elected to that office; and his name shall not appear on the primary or general election ballot. Every qualified elector of the city shall be entitled to vote for one (1) candidate for mayor and one (1) candidate for councilmember from his ward.

(Res. 2004-153, Amended, 04/18/2005)

(Res. 2011-106, Amended, 03/26/2012)

(Res. No. 16-63, Exh. A(Prop. 3), 8-9-2016, appr. 11-8-2016)

Section C-6-5 Primary election—Who nominated or elected.

In a primary election, the two (2) candidates for each office to be filled receiving the greatest number of votes for that office, shall be nominated. If one (1) of the candidates for an office receives a majority of all votes cast for all candidates for that office, he shall be elected to that office; and his name shall not appear on the ballot for the general election. In case of failure to nominate because of a tie, the nominee or nominees (as the case may be) shall be determined from among those tying, fairly by lot, by the county election board in a public meeting. If one (1) of the two (2) candidates for an office nominated in a primary election dies or withdraws before the general election, the remaining candidate shall be elected to that office; and his name need not appear on the ballot for the general election.

(Res. 11-106, Amended, 03/26/2012)

Section C-6-6 General election—Time, who elected.

A general election shall be held every year as needed in the city on the date and in the month set forth in Chapter 2 of Lawton City Code, to elect the mayor and councilmembers to succeed those whose terms are expiring in the following year, as the case may be. An elector may vote for one (1) of the two (2) candidates for an office to be filled, but may not vote for any other person. Every qualified elector of the city shall be entitled to vote for one (1) of the two (2) candidates for mayor. Every qualified elector of a ward shall be entitled to vote for one (1) of the two (2) candidates for councilmember from his ward. The candidate for each office receiving the greater number of votes shall be elected. In case of failure to elect because of a tie, the election shall be determined from among those tying, fairly by lot, by the county election board in a public meeting.

(Res. 2004-153, Amended, 04/18/2005)

(Res. 2011-106, Amended, 03/26/2012)

(Res. No. 16-63, Exh. A(Prop. 3), 8-9-2016, appr. 11-8-2016)

Section C-6-7 Registered qualified electors.

The term "qualified elector" as used in this Charter means a person who has the qualifications prescribed for electors by the state constitution and law, and who is registered as may be required by law.

Section C-6-8 Elections—When not held.

If there are no candidates and no questions to be voted upon at a primary or general election, the election shall not be held.

Section C-6-9 Political activity of officers and employees.

- a. No employee of the city while on duty or in uniform may work for or against, or attempt to influence, the nomination, election, or defeat of any candidate for mayor or councilmember, or the recall of the mayor or any councilmember; but this shall not prohibit the ordinary exercise of one's right to express his opinions and to vote.
- b. An employee of the city shall not be coerced to participate or engage in any political activity.

(Supp. No. 11, Update 2)

Created: 2025-05-23 11:16:33 [EST]

-
- c. No city property, funds, or services, shall be used to work for or against, or to attempt to influence the nomination, election or defeat of any candidate for mayor or councilmember or any other political office, or the recall of the mayor or councilmember or any other office holder.
 - d. Any person who violates this section shall be punished, upon conviction thereof, by a fine not exceeding two hundred dollars (\$200.00) including costs. Such violation shall constitute cause for removal from office or employment; and if the regular removal authority has not already removed a person who violates this section, he shall be automatically removed by conviction of violating this section effective at the time the conviction becomes final.

(Amended: 3/21/95)

Section C-6-10 State constitution and law to govern.

The provisions of the state constitution and law applicable to city elections shall govern such elections in this city insofar as they are applicable and are not superseded by this Charter or by ordinance.

Article C-7 RECALL

Section C-7-1 Recall authorized.

The mayor or any councilmember may be recalled from office by the electors qualified to vote for the election of a successor to the incumbent, in the manner provided in this article.

(Amended: 3/21/95)

Section C-7-2 Recall petition.

- a. To initiate recall proceedings, a written statement proposing the recall of the mayor or a councilmember shall be signed by one hundred (100) or more registered qualified electors of the city or ward concerned, and shall be filed with the city clerk after the incumbent has held the office at least four months. The statement shall also contain the reason or reasons for which the recall is sought, in not more than two hundred words. Within five days, the city clerk shall mail a photostatic or other copy of such statement by registered, certified, or similar special mail to the elected official at his residential address. Within ten days after the statement is mailed to the elected official, the elected official may make and file with the city clerk a written statement in duplicate justifying his conduct in office, in not more than two hundred words; and the city clerk on request shall deliver one copy to one of the persons filing the statement proposing the recall.
- b. The petition for recall shall include a demand that a successor to the incumbent sought to be recalled be elected, and shall also include before the space where the signatures are to be written the statement giving the reason or reasons for recall under the heading "STATEMENT FOR RECALL," and if the elected official has filed a statement as authorized, the statement justifying his conduct in office under the heading "STATEMENT AGAINST RECALL." The two statements shall be in letters of the same size. A copy of the petition shall be filed with the city clerk within one month after recall proceedings are initiated by the filing of the first statement, and before the petition is circulated.
- c. A number of registered qualified electors of the city or ward concerned equal at least to twenty per cent (20%) of the total number of votes for governor in the city or ward at the last general state election at which a governor was elected must sign the petition. Each signer shall write after his name his address within the city, giving street or avenue and number. Not more than one hundred (100) signatures may appear on a single copy of the petition. Petitions may be circulated only by registered qualified electors of the city or

ward concerned; and the person who circulates each copy of the petition shall sign an affidavit on the copy stating that each signer signed the petition in his presence, that each signature on the petition is genuine, and that he believes each signer to be a registered qualified elector of the city or ward concerned.

- d. The circulated petition shall be filed with the city clerk not later than one (1) month after the filing of a copy as provided above. Within one month after date of filing of the circulated petition, the city clerk shall examine it and ascertain whether it has been prepared and circulated as required, and whether the required number of registered qualified electors of the city or ward has signed it. He shall then attach his certificate to the petition. If his certificate states that the petition has not been prepared and circulated as required and/or lacks a sufficient number of signatures, the petition shall have no effect. But, if the city clerk's certificate states that the petition has been prepared and circulated as required and has a sufficient number of signatures, he shall submit the petition and certificate to the council at its next meeting.

(Amended: 3/21/95)

Section C-7-3 Recall election—Council to order.

- a. The council, by resolution or ordinance passed within one month after receiving the petition and certificate of the city clerk, shall order and fix the date for a recall election, which shall be held at the earliest date allowed by state law after passage of the resolution or ordinance. The city clerk shall cause the resolution or ordinance ordering the election to be published in full in a newspaper of general circulation within the city within ten (10) days after its passage; and such publication shall be sufficient notice of the election.
- b. The qualified electors of the city may vote in a recall election on the election of successors to more than one elected official on the same day.

(Amended: 3/21/95)

Section C-7-4 Recall election—How held.

- a. The recall election shall be an election to fill the office held by the incumbent sought to be recalled. There shall be no primary. Any qualified person, including the incumbent, may file as a candidate for the office. The candidate receiving the greatest number of votes in the recall election shall be elected. If a candidate other than the incumbent is elected, the incumbent shall be recalled from office effective as of the time when the result of the election is certified. A candidate thus elected and qualifying shall serve for the unexpired term. If the incumbent is a candidate and receives the greatest number of votes, he shall continue in office without interruption; and recall proceedings may not again be initiated against him within one (1) year after the recall election.
- b. The provisions of this Charter relating to city elections shall also govern recall elections insofar as they are applicable and are not superseded by the provisions of this article.

(Amended: 3/21/95)

(Res. 2011-106, Amended, 03/26/2012)

Section C-7-5 Person recalled or resigning.

A person who has been recalled from an office, or who has resigned from such office while recall proceedings were pending against him, may not hold any office or position of employment in the city government within two years after the recall election or his resignation.

Article C-8 OFFICERS AND EMPLOYEES GENERALLY

Section C-8-1 Merit system created—Appointments, removals, etc.—Personnel rules.

A merit system is hereby established for personnel in the city service. Appointments and promotions in the service of the city shall be made solely on the basis of merit and fitness; and removals, demotions, suspensions, and layoffs shall be made solely for the good of the service. The council, consistent with this Charter, by ordinance or personnel rules, may regulate personnel matters and provide for proper personnel administration.

(Amended: 3/21/95)

Section C-8-2 No favoritism or discrimination.

No person shall be appointed to, or removed from, or in any way favored or discriminated against with respect to, any city office or position of employment because of race, gender, national origin, religion, age or as prohibited by applicable law.

(Amended: 3/21/95)

Section C-8-3 Retirement.

Retirement regulations shall be based upon merit, fitness, and the good of the service, and may be similar to those provided by the Oklahoma Public Employee Retirement System or its successor.

(Amended: 3/21/95)

Section C-8-4 Personnel board created.

- a. There shall be a personnel board to hear appeals by employees relating to lay off, suspension, demotion or removal as provided hereafter. The board shall consist of three members appointed by the council on nomination by the mayor for overlapping six year terms. The term of one member shall begin July first in every even-numbered year. The council shall appoint the original members so that the term of one will expire at that time in each of the first three succeeding even-numbered years. A member may not hold any other office or position in the city government. The council, by a vote of at least six affirmative votes after adequate opportunity for a public hearing, may remove a member for cause; and the vote shall be by roll call and shall be entered in the journal. The council on nomination by the mayor shall fill vacancies for the unexpired terms. Members shall serve without compensation unless the council provides otherwise.
- b. At the time prescribed for the beginning of the term of a newly appointed member or as soon thereafter as practicable, the board shall elect a chairman, a vice-chairman, and a secretary; and the secretary need not be a member of the board. The board shall determine the time and place of its regular meetings, and the chairman or two (2) members may call special meetings. The chairman shall have power to administer oaths and affirmations.
- c. The personnel board shall have power to subpoena employees of the city and other persons to testify and to produce documents and other effects as evidence.

(Amended: 3/21/95)

Section C-8-5 Removal, etc.—Hearing before the personnel board.

- a. The city manager or any other authority who lays off, suspends without pay for more than ten (10) days, demotes, or removes any employee in the classified service after a probationary period of six months, shall, at that time or within two days thereafter, deliver, or have delivered, or mail by registered, certified, or similar special mail, to the employee a written statement of the reason or reasons for the layoff, suspension, demotion, or removal.
- b. Such employee may appeal in writing to the personnel board. The appeal must be filed with the secretary of the board, or with the city clerk for transmittal to the board, within ten (10) days after receipt of notice of the layoff, suspension, demotion, or removal.
- c. As soon as practicable thereafter, the board shall hold a public hearing on the appeal, or give an adequate opportunity therefore, and shall report in writing its findings and recommendations, in cases of subordinates of the city manager, to the city manager, and in other cases to the respective authorities having power of removal. The city manager or other authority having power of removal shall then make a final decision in writing regarding the appellant's layoff, suspension, demotion, or removal, as the case may be; provided, that, if the board finds that the layoff, suspension, demotion, or removal was made for a political reason or reasons or for any other reason or reasons than the good of the service, it shall veto the layoff, suspension, demotion, or removal, and the action by the city manager or other authority shall be nullified thereby.

(Amended: 3/21/95)

Section C-8-6 Nepotism.

Neither the city manager, the mayor, the council, nor any department head of the city government, may appoint or elect any person related to the mayor or any councilmember, to the city manager, or to himself, or, in the case of a plural authority, to one of its members, by affinity or consanguinity within the third degree, to any office or position of profit in the city government; but this shall not prohibit an employee already in the service of the city from continuing and being promoted therein.

(Amended: 3/21/95)

Section C-8-7 Holding more than one office.

Except as may be otherwise provided by this Charter or by ordinance, the same person may hold more than one office in the city government. The city manager may hold more than one such office, through appointment by himself, by the council, or by other city authority having power to fill the particular office, subject to any regulations which the council may make by ordinance, but he may not receive compensation for service in such other offices. Also the council by ordinance may provide that the city manager shall hold ex officio designated offices subordinate to the city manager as well as other designated compatible city offices, notwithstanding any other provision of this Charter.

(Amended: 3/21/95)

Section C-8-8 Bonds of officials and employees.

The city manager, the director of finance, and such other officials and employees as the council may designate, before entering their duties, shall provide bonds for the faithful performance of their respective duties, payable to the city, in such form and in such amounts as the council may prescribe, with a surety company authorized to operate within the state. The city shall pay the premiums on such bonds.

(Amended: 3/21/95)

Section C-8-9 Oath or affirmation of office.

Every official of the city, required by law to take an oath of office before entering upon the duties of his office, shall take and subscribe to the oath or affirmation of office prescribed by the state constitution. The oath or affirmation shall be filed in the city clerk's office.

(Amended: 3/21/95)

Section C-8-10 Who may administer oaths and affirmations.

All officials authorized by federal or state law, the mayor, the city manager, the city clerk, the municipal judge or judges, and such other officials as the council may authorize, may administer oaths and affirmations in any matter pertaining to the affairs and government of the city.

(Amended: 3/21/95)

Section C-8-11 Removal, etc., of officials and employees.

The power to lay off, suspend, demote, and remove accompanies the power to appoint or elect; and the city manager, the council, or other appointing or electing authority at any time may lay off, suspend, demote, or remove any official or employee to whom he, the council, or the other appointing or electing authority respectively may appoint or elect a successor.

(Amended: 3/21/95)

Section C-8-12 Acting officials and employees.

The appointing or electing authority who may appoint or elect the successor of an official or employee, may appoint or elect a person to act during the temporary absence, disability, or suspension of such official or employee, or, in case of a vacancy, until a successor is appointed or elected and qualifies, unless the council provides by general ordinance that a particular superior or subordinate of such official or employee shall act. The council by general ordinance may provide for a deputy to act in such cases.

(Amended: 3/21/95)

Section C-8-13 Officials to continue until successors are elected or appointed and qualify.

Every official who is elected or appointed for a term ending at a definite time, shall continue to serve thereafter until his successor is elected or appointed and qualifies unless his services are sooner terminated by resignation, removal, disqualification, death, abolition of the office, or other legal manner.

(Amended: 3/21/95)

Section C-8-14 Conflict of interests.

- a. Neither the mayor, any councilmember, nor the city manager shall sell or barter anything to the city or to a contractor to be supplied to the city; or make any contract with the city; or purchase anything from the city

other than those things which the city offers generally to the public (as for example, utility services), and then only on the same terms as are offered to the public. Any such official violating this section, upon conviction thereof, shall thereby forfeit his office. Any violation of this section, with the knowledge, express or implied, of the person or corporation contracting with the city, shall render the contract voidable by the city manager or the council. This subsection shall not apply in cases in which the city acquires property by condemnation.

- b. Any member of the council or of any board, commission, or other plural authority, shall abstain from voting on any matter in which he has a financial or personal interest and may participate in discussion on that matter only to the extent permitted by law.
- c. The council by ordinance or personnel rules may further regulate conflict of interests and ethics of officials and employees of the city.

(Amended: 3/21/95)

(Res. 2011-106, Amended, 03/26/2012)

Article C-9 AMENDMENT AND SEPARABILITY OF CHARTER

Section C-9-1 Amendment—Proposal, ratification, approval.

This Charter may be amended by proposals therefor submitted by the council, or by the mayor upon initiative petition of the electors as provided by the state constitution, at a general or special election, ratified by a majority of the qualified electors voting thereon, and approved by the governor as provided by the state constitution. If multiple amendments are proposed, all of them except those which are so interrelated that they should be ratified or rejected together, shall be submitted in such manner that the electors may vote on them separately. A proposition to amend this Charter may be either in the form of a proposed amendment to a part or parts of the Charter or of a proposed new Charter.

(Amended: 3/21/95)

Section C-9-2 Council review.

The City Council shall review and propose changes to the Charter, as appropriate, at least every five (5) years from the approval of this section in 2016.

(Res. No. 16-63, Exh. A(Prop. 4), 8-9-2016, appr. 11-8-2016)

Section C-9-3 Separability.

- a. If a court of competent jurisdiction holds any section or part of this Charter invalid, such holding shall not affect the remainder of this Charter nor the context in which such section or part so held invalid may appear, except to the extent that an entire section or part may be inseparably connected in meaning and effect with that section or part.
- b. If a court of competent jurisdiction holds a part of this Charter invalid or if a change in the state constitution or law renders a part of this Charter invalid or inapplicable, the council by ordinance may take such appropriate action as will enable the city government to function properly.

(Res. No. 16-63, Exh. A(Prop. 4), 8-9-2016, appr. 11-8-2016)

(Supp. No. 11, Update 2)

Created: 2025-05-23 11:16:33 [EST]

Article C-10 SUCCESSION IN GOVERNMENT

Section C-10-1 When Charter goes into effect.

Provisions of this Charter, as amended, shall go into effect immediately provided it has been ratified by a vote of a majority of the qualified electors of the city voting upon the question at an election and its approval by the governor as provided by the state constitution; and the government created by this Charter shall supersede the heretofore existing statutory government as of that time.

(Amended: 3/21/95)

Section C-10-2 Boards to be created.

The council, by ordinance consistent with this Charter, as amended, shall create any boards deemed necessary for the proper functioning of the city government.

(Amended: 3/21/95)

Section C-10-3 Ordinances continued.

All ordinances, insofar as they are not inconsistent with this Charter, as amended, shall continue in effect until they are repealed or until they expire by their own limitations.

(Amended: 3/21/95)

Section C-10-4 Pending actions and proceedings.

The adoption of this Charter, as amended, shall not abate or otherwise affect any action or proceeding, civil or criminal, pending when it takes effect, brought by or against the municipality or any office, department, agency, or employee thereof.

(Amended: 3/21/95)

2025 CHARTER REVIEW SUGGESTED CHANGES

SECTION	PROPOSED CHANGE	CURRENT
ARTICLE B- PREAMBLE	We, the people of the City of Lawton, Oklahoma, under the authority of the Constitution and laws of the State of Oklahoma, in order to provide for the operation of local government to serve the best interests of all our citizens <u>and create a community of choice where families thrive</u> , do hereby ordain and establish this Charter for the City of Lawton. <u>We commit to transparency, efficiency, safety, and world-class customer service in our pursuit of excellence.</u>	We, the people of the City of Lawton, Oklahoma, under the authority of the Constitution and laws of the State of Oklahoma, in order to provide for the operation of local government to serve the best interests of all our citizens, do hereby ordain and establish this Charter for the City of Lawton.
ARTICLE I, SECTION 1-1	The inhabitants within the boundaries hereinafter defined, and as such boundaries may be changed from time to time in the manner provided by law, shall continue to be a municipal body politic and corporate in perpetuity, under the name of the "City of Lawton". <u>Our vision is to be a community of choice where families thrive, and we exist solely to serve our citizens collectively with efficiency and transparency.</u>	The inhabitants within the boundaries hereinafter defined, and as such boundaries may be changed from time to time in the manner provided by law, shall continue to be a municipal body politic and corporate in perpetuity, under the name of the "City of Lawton".
ARTICLE II, SECTION 2-1	There is hereby created, ordained and established the City Council of Lawton which shall be the governing body of said City. <u>The City Council shall operate with a commitment to transparency, efficiency, and accountability.</u>	There is hereby created, ordained and established the City Council of Lawton which shall be the governing body of said City
ARTICLE II, SECTION 2-2	Addition of a transition period between mayors. Pending legal guidance, the intent is for the mayor elect to have an optional 45 day transition where they can shadow the current mayor prior to taking office.	Not Currently Addressed In Charter
ARTICLE II, SECTION 2-4	9. To establish and maintain service level standards and performance metrics aligned with the city's True North Culture Statement. 10. To ensure transparent operations through: - Public access to non-confidential city data - Regular performance reporting - Clear communication of decision-making processes - Timely response to public inquiries 11. To promote business development through: - Streamlined permitting processes - Regular review of business regulations - Collaboration with economic development entities - Technology-enabled business services	This Would Be A New Addition To An Existing Section

ARTICLE II, SECTION 2-7

The council shall hold at least ~~twoone~~ regular meetings every month, at such time as prescribed by ordinance or otherwise. The mayor or any five councilmembers may call special meetings. All meetings of the council shall be held and conducted as authorized by the Oklahoma Open Meeting Act. In determining the time of council meetings, the council shall consider the public convenience.

The council shall hold at least two regular meetings every month, at such time as prescribed by ordinance or otherwise. The mayor or any five councilmembers may call special meetings. All meetings of the council shall be held and conducted as authorized by the Oklahoma Open Meeting Act. In determining the time of council meetings, the council shall consider the public convenience.

ARTICLE II, SECTION 2-7

The Council shall hold at least two regular meetings each month during peak legislative periods, and at least one regular meeting each month during off-peak periods, as determined annually by ordinance or resolution. Peak periods shall generally include months in which the Council considers the annual budget, capital improvement plans, or other time-sensitive legislative matters. The schedule of regular meetings for the upcoming calendar year shall be adopted and published no later than December 31 of the preceding year. The Mayor or any five (5) Councilmembers may call special meetings as needed. All meetings of the Council shall be held and conducted in accordance with the Oklahoma Open Meeting Act. In determining the time and frequency of Council meetings, the Council shall consider the convenience of the public.

The council shall hold at least two regular meetings every month, at such time as prescribed by ordinance or otherwise. The mayor or any five councilmembers may call special meetings. All meetings of the council shall be held and conducted as authorized by the Oklahoma Open Meeting Act. In determining the time of council meetings, the council shall consider the public convenience.

ARTICLE III, SECTION 3-7

City Council Relations Liaison to be administrative support to the Council

The City Council Relations Liaison shall be elected by the council for an indenfite term. He shall provide administrative support to the City Council, assist in coordinating communications, and facilitate Council- related functions as directed. Additional responsibilities may be assigned by the Council to enhance efficiency and effectiveness in City governance. This position shall function in an adviosry and administrative capacity, without legislative or executive authority.

- Not Currently Addressed In Charter

ARTICLE III, SECTION 3-1

The city manager shall be the chief executive and administrative officer of the City government, responsible for fostering the True North Culture Statement, subject to Section 2-2 of Lawton City Charter, which states, "He shall have no administrative duties except to sign such written obligations of the city as the council may require."

The city manger shall be the chief executive and administrative officer of the City government

ARTICLE III, SECTION 3-7

- a. The city manager shall:
1. Implement citizen service metrics aligned with True North principles
 2. Maintain a performance dashboard accessible to the public
 3. Regular benchmark against peer cities
 4. Address service issues with documented urgency
 5. Report quarterly on efficiency improvements

This Would Be A New Addition To An Existing Section

ARTICLE III, SECTION 3-8	a. The city manager shall: 1. Maintain a digital transformation strategy 2. Implement appropriate automation tools 3. Ensure data-driven decision making 4. Enable cross-department data sharing 5. Maintain cybersecurity protocols	This Would Be A New Addition To An Existing Section
ARTICLE IV, SECTION 4-2	c. The city shall maintain digital procurement systems that: 1. Enable online vendor registration 2. Automate routine purchases 3. Provide transparent tracking 4. Maintain competitive bidding integrity 5. Support local business participation	This Would Be A New Addition To An Existing Section
ARTICLE V, SECTION 5-1	The City Manager shall be the chief administrative officer and head of the administrative branch of the City government. He shall be responsible to the Council for the proper administration of all affairs of the City, <u>with a focus on efficiency, transparency, and delivering world-class customer service to our citizens</u>	The City Manager shall be the chief administrative officer and head of the administrative branch of the City government. He shall be responsible to the Council for the proper administration of all affairs of the City.
ARTICLE VIII, SECTION 8-8	Faithful Performance Insurance of officials and employees The city manager, the director of finance, and such other officials and employees as the council may designate, before entering their duties, shall provide <u>faithful performance insurance that covers</u> their respective duties, payable to the city, in such form and in such amounts as the council may prescribe, with an insurance company authorized to operate within the state. The city shall pay the premiums on such <u>insurance</u>.	Bonds of officials and employees The city manager, the director of finance, and such other officials and employees as the council may designate, before entering their duties, shall provide bonds for the faithful performance of their respective duties, payable to the city, in such form and in such amounts as the council may prescribe, with a surety company authorized to operate within the state. The city shall pay the premiums on such bonds.
ARTICLE XI, SECTION 11-1	Service Commitment a. The city commits to: 1. Placing citizen service as highest priority 2. Maintaining world-class customer service standards 3. Providing efficient, timely response to all requests 4. Ensuring accessibility of all city services 5. Regular citizen satisfaction measurement	
ARTICLE XI, SECTION 11-2	a. The city shall: 1. Maintain comprehensive public safety programs 2. Utilize technology for enhanced safety 3. Enable digital crime reporting and tracking 4. Provide emergency notification systems 5. Regular safety performance reporting	This Would Be A New Article
ARTICLE XI, SECTION 11-3	a. The city shall: 1. Maintain business-friendly policies 2. Provide digital business resource center 3. Enable online business applications 4. Regular review of business regulations 5. Support technology infrastructure development	This Would Be A New Article

NEED TO IDENTIFY SECTION ALL STRATEGIC PLANS WILL BE INCLUDED IN THE FIRST SECTION OF COUNCIL POLICIES AND UPDATED AT THE MAYOR'S DISCRETION.

ARTICLE VIII, SECTION 8-5(A)	The city manager or any other authority who lays off, suspends without pay for more than ten (10) days, demotes, or removes any employee in the classified service after a probationary period of six- twelve months, shall, at that time or within two days thereafter, deliver, or have delivered, or mail by registered, certified, or similar special mail, to the employee a written statement of the reason or reasons for the layoff, suspension, demotion, or removal.	The city manager or any other authority who lays off, suspends without pay for more than ten (10) days, demotes, or removes any employee in the classified service after a probationary period of six months, shall, at that time or within two days thereafter, deliver, or have delivered, or mail by registered, certified, or similar special mail, to the employee a written statement of the reason or reasons for the layoff, suspension, demotion, or removal.
ARTICLE IV, SECTION 4-3	Section C-4-3 - Sale of property valued at more than fifty seventy-five thousand dollars (\$50,000 \$75,000). The sale of any city property, real or personal, including public utilities, or of any interest therein, the value of which is more than fifty seventy-five thousand dollars (\$50,000 \$75,000) may be made only:	Section C-4-3 - Sale of property valued at more than fifty thousand dollars (\$50,000). The sale of any city property, real or personal, including public utilities, or of any interest therein, the value of which is more than fifty thousand dollars (\$50,000) may be made only:
Article VI, Section 6-1(B)	Remove Section B completely in order to eliminate term limits.	The mayor and each councilmember shall be elected for a term of three (3) years. Beginning with the swearing in of the mayor and councilmembers after the effective date of this amendment the number of three (3) year terms of the mayor and each councilmember shall be limited to three (3) consecutive terms.
Article VI, Section 6-1(B)	b. The mayor and each councilmember shall be elected for a term of three (3) years. Beginning with the swearing in of the mayor and councilmembers after the effective date of this amendment, <u>no person shall serve more than two (2) consecutive terms without a break in service of at least one (1) full calendar year. After such a one-year period of inactivity, the individual may again seek election for up to two (2) additional consecutive terms. No person shall serve more than four (4) terms in total as mayor or councilmember.</u>	b. The mayor and each councilmember shall be elected for a term of three (3) years. Beginning with the swearing in of the mayor and councilmembers after the effective date of this amendment the number of three (3) year terms of the mayor and each councilmember shall be limited to three (3) consecutive terms.

Article VI, Section 6-1(B)

b. Beginning with the election cycle following the effective date of this amendment, the mayor and each councilmember shall be elected to serve terms of four (4) years. The mayor and councilmembers shall be divided into two election groups as follows:

- Group A: Mayor and councilmembers representing Wards 1, 2, 3, and 4

- Group B: Councilmembers representing Wards 5, 6, 7, and 8

Municipal elections shall be held only during federal presidential election years. Group A shall be elected in the 2028 presidential cycle and every four (4) years thereafter. Group B shall be elected in the 2032 presidential cycle and every four (4) years thereafter. The terms of office shall be staggered to ensure continuity in governance. During the transition to this schedule, the City Council shall, by ordinance, adjust term lengths for those offices elected prior to the 2028 election to ensure alignment with the new cycle, provided no term is shortened or extended beyond one year without voter approval.

The mayor and each councilmember shall be limited to two (2) consecutive terms.

b. The mayor and each councilmember shall be elected for a term of three (3) years.

Beginning with the swearing in of the mayor and councilmembers after the effective date of this amendment the number of three (3) year terms of the mayor and each councilmember shall be limited to three (3) consecutive terms.

Article II, Section 8-15

The creation of an ethics commission that is completely independent from the municipal government and is comprised of external community stakeholders that are completely impartial

This would be a new section of the Charter

Article II, Section 2-7

The council shall hold at least two regular meetings every month, at such time as prescribed by ordinance or otherwise. The mayor or any five councilmembers may call special meetings. All meetings of the council shall be held and conducted as authorized by the Oklahoma Open Meeting Act. In determining the time of council meetings, the council shall consider the public convenience.

The council shall hold at least two regular meetings every month, at such time as prescribed by ordinance or otherwise. The mayor or any five councilmembers may call special meetings. All meetings of the council shall be held and conducted as authorized by the Oklahoma Open Meeting Act. In determining the time of council meetings, the council shall consider the public convenience. The Council shall also hold at least one public input session each month, at a time reasonably calculated to maximize public accessibility. Such sessions shall provide an open forum for residents to express opinions, concerns, and suggestions for consideration by the Council.

Article II, Section 2-20

Section 2-21 Public Transparency and Trust Mechanisms

The Council shall adopt and maintain, by ordinance, a comprehensive framework for ensuring transparency, open access to information, and accountability in municipal operations.

A. At minimum, the transparency framework shall include:

1. A centralized digital portal for timely access to budgets, contracts, spending, audits, and Council decisions.
2. Public posting of all meeting agendas, minutes, and supporting documents in advance of meetings, in accordance with the Oklahoma Open Meeting Act.
3. A searchable, public-facing database of City expenditures and financial reports
4. A mechanism by which citizens may submit transparency-related concerns or complaints, with required tracking and public response
5. Required annual training for elected officials and department heads on open government laws and ethics.

Not Currently Addressed In Charter

Article IV, Section 4-8

There is hereby established the Office of the Independent Auditor to provide objective oversight and promote transparency, accountability, and integrity in the financial and operational functions of the City of Lawton. The Independent Auditor shall have authority to: 1. Conduct financial, compliance, and performance audits of all departments, offices, agencies, and programs of the City; 2. Review the efficiency, effectiveness, and ethical compliance of City operations; 3. Investigate allegations of fraud, waste, abuse, or misconduct involving public funds; 4. Issue public reports, findings, and recommendations to the City Council and make such reports available to the public.

Not Currently Addressed In Charter

Section C-2-20 – Councilmember Liaisons

- a. Each member of the City Council shall be authorized to appoint one (1) voluntary liaison to assist in community engagement and constituent communication within their respective ward.
- b. Councilmember liaisons shall serve in an unpaid, advisory capacity and shall not be considered officers or employees of the City. They shall not exercise legislative or administrative authority or represent the City in any official capacity without express authorization.
- c. Liaisons may assist their appointing Councilmember with constituent outreach, gathering community input, organizing ward meetings or events, and relaying information to and from residents of the ward.
- d. Liaisons shall serve at the pleasure of the appointing Councilmember and may be removed or replaced at any time. A liaison's term shall automatically end upon the expiration of the appointing Councilmember's term.
- e. The City Council may adopt a code of conduct or additional guidelines by ordinance to ensure the integrity and accountability of the liaison program.

Not Currently Addressed In Charter

(6)To appoint or elect on nomination by the mayor, and remove the members of the redistricting commission, the members of the personnel board, the members of the library board, the members of the park board, the members of the cemetery board, the members of the planning commission, the members of the board of adjustment, and other quasi-legislative, quasi-judicial, or advisory personnel and authorities, now or when and if established, or to prescribe the method of appointing or electing and removing them; provided, that a member of a board, commission, or other plural authority may be removed only for cause.
All such appointments shall be made based solely on the qualifications, experience, or relevant expertise of the individual as they relate to the duties of the position. Appointments shall not be based on personal loyalty, political alignment, or any subjective desire of the mayor or council.

(6)To appoint or elect on nomination by the mayor, and remove the members of the redistricting commission, the members of the personnel board, the members of the library board, the members of the park board, the members of the cemetery board, the members of the planning commission, the members of the board of adjustment, and other quasi-legislative, quasi-judicial, or advisory personnel and authorities, now or when and if established, or to prescribe the method of appointing or electing and removing them; provided, that a member of a board, commission, or other plural authority may be removed only for cause.

Section C-2-21 – Standards of Decorum

- a. Members of the City Council shall conduct themselves in a respectful, civil, and professional manner at all times while performing their official duties, including during Council meetings, public appearances, and interactions with fellow officials, City staff, and the public.
 - b. Each member shall adhere to the rules of order and procedure adopted by the Council and shall refrain from personal attacks, disruptive conduct, or language that undermines the dignity of the proceedings or the office they hold.
 - c. Councilmembers shall respect the decorum of the chamber and shall not engage in conduct that impedes the orderly transaction of business or brings discredit upon the City of Lawton. Not Currently Addressed In Charter
 - d. The Council may adopt, by ordinance, a code of conduct or additional rules for maintaining decorum and addressing violations thereof, including censure or other non-removal disciplinary measures, consistent with the Constitution and laws of the State of Oklahoma.
 - e. Nothing in this section shall be construed to limit the rights of elected officials to express dissent, raise policy concerns, or engage in robust debate, provided such actions are undertaken in a manner consistent with the standards set forth herein.
-

2025 Statutory Election Dates and Deadlines

All dates valid as of November 1, 2024

PLEASE NOTE: If the Governor calls a special election to fill a vacancy in the State Legislature, deadlines shown below will be superseded by the deadlines for a special legislative election for all counties and all entities included in the legislative district where the vacancy exists.

Election Date	Election Type	Resolution Due	Statutory Filing Period	Last Day to Begin* Special Filing Period	Voter Registration
January 14 (2nd Tuesday)	Special Elections Propositions Only	November 14, 2024 (60 days before election)			December 20, 2024
February 11 (2nd Tuesday)	Board of Education Primary Elections	November 15, 2024 (15 days before filing)	December 2 – 4, 2024		January 17
	Special Elections Candidates Propositions	December 12, 2024 (60 days before election)		January 2	
March 4 (1st Tuesday)	Special Elections Propositions Only	January 2 (60 days before election)			February 7
April 1 (1st Tuesday)	Board of Education General Election				March 7
	Statutory Municipal General Elections	January 17 (15 days before filing)	February 3 – 5		
	Special Elections Candidates Propositions	January 30 (60 days before election)		February 20	
May 13 (2nd Tuesday)	Special Elections Propositions Only	March 13 (60 days before election)			April 18
June 10 (2nd Tuesday)	Special Elections Candidates Propositions	April 10 (60 days before election)		May 1	May 16
July 8 (2nd Tuesday)	Special Elections Propositions Only	May 8 (60 days before election)			June 13
August 12 (2nd Tuesday)	Special Elections Propositions Only	June 12 (60 days before election)			July 18
September 9 (2nd Tuesday)	Special Elections Candidates Propositions	July 10 (60 days before election)		July 31	August 15
October 14 (2nd Tuesday)	Special Elections Propositions Only	August 14 (60 days before election)			September 19
November 18 (2nd Tuesday*)	Special Elections Candidates Propositions	September 18 (60 days before election)		October 9	October 24
December 9 (2nd Tuesday)	Special Elections Propositions Only	October 9 (60 days before election)	Special elections permitted with 60-day notice in December in odd-numbered years only in municipalities with population in excess of 250,000.		November 14

*In the event that a regular or special election date occurs on an official state holiday, the election shall be scheduled for the next following Tuesday.

2025 Oklahoma Elections – Voter Information Calendar

Election Date	Voter Registration Deadline	Absentee Ballot Request Deadline	Election Type	Election Day Hours	Early Voting Dates and Hours
January 14 (2 nd Tuesday)	December 20, 2024	December 30, 2024	Special Elections Propositions Only	7 A.M. to 7 P.M.	January 9 – 10 8 A.M. – 6 P.M.
February 11 (2 nd Tuesday)	January 17	January 27	Board of Education Primary Elections	7 A.M. to 7 P.M.	February 6 – 7 8 A.M. – 6 P.M.
March 4 (1 st Tuesday)	February 7	February 17	Special Elections Propositions Only	7 A.M. to 7 P.M.	February 27 – 28 8 A.M. – 6 P.M.
April 1 (1 st Tuesday)	March 7	March 17	Board of Education and Statutory Municipal General Elections	7 A.M. to 7 P.M.	March 27 – 28 8 A.M. – 6 P.M.
May 13 (2 nd Tuesday)	April 18	April 28	Special Elections Propositions Only	7 A.M. to 7 P.M.	May 8 – 9 8 A.M. – 6 P.M.
June 10 (2 nd Tuesday)	May 16	May 26	Special Elections	7 A.M. to 7 P.M.	June 5 – 6 8 A.M. – 6 P.M.
July 8 (2 nd Tuesday)	June 13	June 23	Special Elections Propositions Only	7 A.M. to 7 P.M.	July 2 – 3* 8 A.M. – 6 P.M.
August 12 (2 nd Tuesday)	July 18	July 28	Special Elections Propositions Only	7 A.M. to 7 P.M.	August 7 -8 8 A.M. – 6 P.M.
September 9 (2 nd Tuesday)	August 15	August 25	Special Elections Candidates and Propositions	7 A.M. to 7 P.M.	September 4 – 5 8 A.M. – 6 P.M.
October 14 (2 nd Tuesday)	September 19	September 29	Special Elections Propositions Only	7 A.M. to 7 P.M.	October 9 – 10 8 A.M. – 6 P.M.
November 18 (2 nd Tuesday**)	October 24	November 3	Special Elections Candidates and Propositions	7 A.M. to 7 P.M.	November 13 – 14 8 A.M. – 6 P.M.
December 9 (2 nd Tuesday)	November 14	November 24	Special Elections Propositions Only	7 A.M. to 7 P.M.	December 4 – 5 8 A.M. – 6 P.M.

*"If the date set by law for an event pertaining to an election falls on an official holiday, the Secretary of the State Election Board shall have the authority to move the event to a preceding business day or to the next succeeding business day as appropriate for completion of the event." Title 26 OS § 1-106

***"In the event that a regular or special election date occurs on an official state holiday, the election shall be scheduled for the next following Tuesday." Title 26 OS § 3-101

Rev. 5/9/2025

Item Title:

Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in executive session to discuss the pending action in the District Court of Comanche County titled Julie Magness v. City of Lawton, CJ-2023-410 and, if necessary, take appropriate action in open session.

Initiator: Timothy Wilson, Interim City Attorney

Information Source: Timothy Wilson, Interim City Attorney

Background:

The Interim City Attorney desires to discuss with the Mayor and Council the pending action in the District Court of Comanche County titled Julie Magness v. City of Lawton, CJ-2023-410, and, if necessary, take appropriate action in open session. The Interim City Attorney advises the City Council that the Council should determine that disclosure of confidential communication regarding the above-referenced action will seriously impair the ability of the City Attorney to protect the City's interest, and from that determination, the Council should convene in executive session to discuss this matter.

Correlation to the True North Statement:**Exhibit:**

N/A

Key Issues:

N/A

Funding Source:**Recommended Action:**

Convene in executive session to discuss the pending action in the District Court of Comanche County titled Julie Magness v. City of Lawton, CJ-2023-410 and, if necessary, take appropriate action in open session.

ATTACHMENTS:

None