

To check seating availability and make group reservations please speak with Sandra Ellis at (405) 962-1813. You will be placed on the schedule during the call, if there is availability and space per Fire Marshall Code. A reminder message will be sent to the email on the reservation record approximately thirty (30) days prior to the Board meeting.

GUIDELINES FOR BOARD MEETING ATTENDANCE

1. Ensure you have reservations for your group prior to attending the meeting. Although Board meetings are open to the public, fire safety codes limit the number of persons that can be accommodated in the conference center.
2. **Weapons prohibited pursuant to the Oklahoma Self-Defense Act. Okla. Stat. Tit. 21 §1277.**
It shall be unlawful for any person in possession of a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act to carry any concealed or unconcealed handgun into any of the following places: Any structure, building, or office space which is owned or leased by a city, town, county, state, or federal governmental authority for the purpose of conducting business with the public; and any meeting of any state appointed officials.
3. All persons entering the area may be subject to a request to remove loose fitting or bulky clothing and a search of any personal belongings.
4. Students are to dress appropriately and should wear either school uniforms/scrubs, or business attire suitable for a professional meeting.
5. Turn off cell phones and pagers prior to entering the meeting room.
6. Avoid disrupting the proceedings. If you are arriving late and the Board meeting has already begun, wait for the next break to enter the room and find your seats. Standing in the aisles, walkways, or the back of the meeting room is not allowed.
7. Smoking is not permitted in the hotel hallways and is restricted to designated areas only.
8. Participation in Board meetings is not permitted unless previously scheduled on the agenda, or an invitation to speak is extended by the Board.
9. It is not appropriate to make comments, applaud, laugh, or verbally respond to any Board decision while the Board is in session.
10. Do not interact or interfere with the Board as they exit and then reenter the conference center after voting to go into an Executive Session.
11. Permit Board members to exit the room first during breaks.
12. Ensure trash, paper, cups, etc., have not been left behind for others to dispose of prior to making your departure.