



FILED

May 10, 2021
OKLAHOMA SECRETARY
OF STATE

J. Kevin Stitt
Office of the Governor
State of Oklahoma

**EXECUTIVE DEPARTMENT
EXECUTIVE ORDER 2021-13**

I, J. Kevin Stitt, Governor of the State of Oklahoma, pursuant to the powers vested in me by 25 O.S. § 82.1, hereby order the following dates be observed as holidays by the State of Oklahoma in 2022:

Friday	December 31, 2021	New Year's Day
Monday	January 17, 2022	Martin Luther King, Jr. Day
Monday	February 21, 2022	Presidents' Day
Monday	May 30, 2022	Memorial Day
Monday	July 4, 2022	Independence Day
Monday	September 5, 2022	Labor Day
Friday	November 11, 2022	Veterans Day
Thursday & Friday	November 24 & 25, 2022	Thanksgiving
Monday & Tuesday	December 26 & 27, 2022	Christmas

This Executive Order shall be forwarded to the Director of the Office of Management and Enterprise Services who shall cause the provisions of this Order to be implemented by all appropriate agencies of State government.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, Oklahoma, this 10th day of May, 2021.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA

J. KEVIN STITT

ATTEST:

Brian Bingman, SECRETARY OF STATE



51146

➤ **Don't Wait!** Get your REAL ID at a Department of Public Safety MEGACENTER in
Oklahoma City or Tulsa



2022 Official State Holidays

DAY	DATE	HOLIDAY
Friday	Dec. 31, 2021	New Year's Day
Monday	Jan. 17, 2022	Martin Luther King, Jr. Day
Monday	Feb. 21, 2022	President's Day
Monday	May 30, 2022	Memorial Day
Monday	July 4, 2022	Independence Day
Monday	Sept. 5, 2022	Labor Day
Friday	Nov. 11, 2022	Veterans Day
Thursday & Friday	Nov. 24 & 25, 2022	Thanksgiving
Monday & Tuesday	Dec. 26 & 27, 2022	Christmas

[Executive Order 2021-13](#)

Last Modified on Sep 24, 2021



Hours

All county offices within each county should be open during the same hours as determined by mutual agreement among the county officers. Office hours must be posted in a prominent place easily seen by the public. County Commissioners and members of the excise board designate county holidays.

19 O.S. § 136

19 O.S. § 350

Office Personnel

Deputies

Personnel who report to the County Clerk normally hold the title of Deputy County Clerk. In practice, the titles of Chief Deputy or First Deputy, Second Deputy, and Third Deputy or Deputy Assistant are used. These titles generally imply a hierarchy of experience and responsibility.

19 O.S. § 180.65(A)

The numerical rank of any deputies to be effective must be designated with the County Clerk's signature and filed with the County Clerk.

First Deputy or Chief Deputy

The County Clerk must designate a First Deputy or Chief Deputy who will fulfill the duties of the office during any absence of the County Clerk, or in the event of death, removal from office, or resignation of the County Clerk, until a successor is designated.

19 O.S. § 180.65(B)

Additional Deputies

The County Clerk should have sufficient deputies to adequately perform the necessary duties of the office. If the County Clerk determines that additional deputies are needed based on the office workload, proposals for increases in personnel must be made to the County Excise Board or the Budget Board, depending on the county. These boards will consider such requests based on the county budget and other county officials' needs. County Commissioners have the authority to recommend total amount of funds to be used for the combined salaries in each of the county offices.

19 O.S. § 180.65(A)

19 O.S. § 180.65(E)

19 O.S. § 180.65(D)

Duties and Job Descriptions

The resources needed to generate the administrative process are controlled by the local economic structure, size, population, and other factors in each county. The following list is an example of job positions that could exist in the County Clerk's office. These are generic, not statewide adopted, descriptions. The positions and descriptions may differ among counties:



Title 19. Counties and County Officers

Oklahoma Statutes Citationized

Title 19. Counties and County Officers

Chapter 10 - County Commissioners

Section 350 - Holidays County Offices to Close - Designation

Cite as: O.S. §, ___

The county commissioners and members of the county excise board of each county shall designate and publish between the 1st and 20th of January each year which holidays the county offices will be closed.

Historical Data

Laws 1968, HB 1271, c. 275, § 1, emerg. eff. April 30, 1968.

Citationizer® Summary of Documents Citing This Document

Cite Name

Level

Oklahoma Attorney General's Opinions

Cite

Name

Level

1984 OK AG 56

Question Submitted by: The Honorable Dorothy D. Conaghan, Oklahoma House of *Discussed at Length*

Representatives

Citationizer: Table of Authority

Cite Name Level

None Found.

Holidays

The Board of County Commissioners and the County Excise Board set the holidays to be observed by the counties. Holiday dates should be published each year between January 1 and 20. The Statutes list nine holidays that might normally be included plus additional optional holidays.

25 O.S. § 82.1
25 O.S. § 82.2

Any required business may be performed on the next succeeding business day following an official holiday without liability or loss from the delay.

Handling Workers' Compensation

For procedures on handling worker's compensation, the County Clerk should check with the appropriate policy carrier for that county such as the State Insurance Fund, the Association of County Commissioners of Oklahoma (ACCO), or other carrier.

Handling Retirement

The County Clerk serves as coordinator of retirement with the Oklahoma Public Employees Retirement System (OPERS). Many changes have been made in recent years and therefore the County Clerk should refer to the current Retirement Coordinator's Manual.

The statutes cover retirement in Title 74.

Title 25. Definitions and General Provisions

Oklahoma Statutes Citationized

Title 25. Definitions and General Provisions

Chapter 2 - Holidays

Section 82.1 - Holidays

Cite as: O.S. §. ___

A. The designation and dates of holidays in Oklahoma shall be as follows: Each Saturday, Sunday, New Year's Day on the 1st day of January, Martin Luther King, Jr.'s Birthday on the third Monday in January, Presidents' Day on the third Monday in February, Memorial Day on the last Monday in May, Independence Day on the 4th day of July, Labor Day on the first Monday in September, Veterans' Day on the 11th day of November, Thanksgiving Day on the fourth Thursday in November, the day after Thanksgiving Day, Christmas on the 25th day of December, the day before or after Christmas if Christmas is not on a Saturday or Sunday, the Thursday and Friday before Christmas if Christmas is on a Saturday, the Monday and Tuesday after Christmas, if Christmas is on a Sunday; and if any of such holidays other than Christmas fall on Saturday, the preceding Friday shall be a holiday in that year and if any of such holidays other than Christmas fall on Sunday, the succeeding Monday shall be a holiday in that year.

B. The Governor shall issue an Executive Order each year specifying the dates on which the holidays other than Saturdays and Sundays designated in subsection A of this section occur. If the President of the United States declares any day other than those listed in subsection A of this section as a national holiday, the Governor may issue an Executive Order declaring such day a state holiday.

C. Any act authorized, required, or permitted to be performed on a holiday as designated in subsection A of this section may be performed on the next succeeding business day, and no liability or loss of rights of any kind shall result from such delay.

D. State employees, except for temporary and other limited term employees, shall be entitled to a day off work without loss of pay on those holidays specified in an Executive Order issued by the Governor pursuant to subsection B of this section. Those state employees, except for temporary and other limited term employees, who are required to work on a holiday specified in subsection B of this section shall be entitled to a day off work, without loss of pay, on an alternative date or payment in lieu thereof at the discretion of the appointing authority and in accordance with rules of the Director of the Office of Management and Enterprise Services.

E. For the purposes of this section, "holiday" means that agencies whose mission does not require them to be open for business every day of the year shall be closed for official business.

Historical Data

Laws 1947, HB 128, p. 235, § 1, emerg. eff. April 3, 1947; Amended by Laws 1959, SB 150, p. 114, § 1, emerg. eff. June 5, 1959; Amended by Laws 1971, HB 1449, c. 54, § 1, emerg. eff. April 2, 1971; Amended by Laws 1985, SB 133, c. 50, § 1, eff. January 1, 1986; Amended by Laws 1996, HB 2480, c. 122, § 1, emerg. eff. April 23, 1996; Amended by Laws 1998, HB 2607, c. 47, § 1, eff. November 1, 1998 ([superseded document available](#)); Amended by Laws 2010, HB 3052, c. 371, § 1, eff. November 1, 2010 ([superseded document available](#)); Amended by Laws 2012, HB 3079, c. 304, § 96 ([superseded document available](#)).

Citationizer[®] Summary of Documents Citing This Document

Cite Name	Level
Oklahoma Attorney General's Opinions	
<i>Cite</i>	<i>Name</i>
1984 OK AG 56	Question Submitted by: The Honorable Dorothy D. Conaghan, Oklahoma House of Representatives
	<i>Level</i>
	Discussed at Length
Oklahoma Court of Criminal Appeals Cases	
<i>Cite</i>	<i>Name</i>
1998 OK CR 33, 965 P.2d 955, 69 OBJ 2028	Turrentine v. State
	<i>Level</i>
	Cited
Oklahoma Supreme Court Cases	
<i>Cite</i>	<i>Name</i>
1992 OK 64, 830 P.2d 1372, 63 OBJ 1443	Woods v. Woods
	<i>Level</i>
	Cited
1994 OK 75, 877 P.2d 1120, 65 OBJ 2233	Mansell v. City of Lawton
	<i>Level</i>
	Cited
1966 OK 258, 421 P.2d 825	THOMAS v. STATE
	<i>Level</i>
	Cited
1987 OK 135, 431 P.2d 403	MEYER v. WORLD CONCRETE, INC.
	<i>Level</i>
	Cited
1995 OK 15, 890 P.2d 954, 66 OBJ 777	McKye v. State Election Bd. of State of Oklahoma
	<i>Level</i>
	Discussed
2012 OK 87, 288 P.3d 533	SLAWSON v. BOARD OF COUNTY COMMISSIONERS
	<i>Level</i>
	Cited
1976 OK 63, 550 P.2d 922	TULSA T.S. EMP. UN. L. 354 v. BROADWAY T.L., TULSA
	<i>Level</i>
	Cited
1976 OK 111, 554 P.2d 770	HENDRIX v. STATE EX REL. OKLAHOMA STATE ELEC. BD.
	<i>Level</i>
	Cited
2014 OK 23, 326 P.3d 496	IN RE: INITIATIVE PETITION NO. 397, STATE QUESTION NO. 767
	<i>Level</i>
	Discussed
2014 OK 56, 335 P.3d 779	IN THE MATTER OF THE GUARDIANSHIP OF BERRY
	<i>Level</i>
	Discussed
1979 OK 44, 592 P.2d 980	DAVID v. PENNWALT CORP.
	<i>Level</i>
	Discussed
1979 OK 173, 804 P.2d 1248	MATTER OF RICH
	<i>Level</i>
	Cited
1979 OK 169, 614 P.2d 1090	FORAY v. BEJCEK
	<i>Level</i>
	Discussed at Length

Title 25. Definitions and General Provisions

Oklahoma Statutes Citationized

Title 25. Definitions and General Provisions

Chapter 2 - Holidays

Section 82.2 - Additional Holidays - Acts Performable - Optional Closing by Banks and Offices

Cite as: O.S. §, ___

The following additional days are designated as holidays:

Jefferson Day on the 13th day of April; Oklahoma Day on the 22nd day of April; Mother's Day on the second Sunday in May; Juneteenth National Freedom Day on the third Saturday in June; Indian Day on the first Saturday after the full moon in September; Cherokee Strip Day on the 16th day of September; Will Rogers Day on the 4th day of November; Citizenship Recognition Day on such date as may be fixed by the Governor; Oklahoma Historical Day on the 10th day of October; Senior Citizens' Week beginning with the first Sunday in the month of May; Senior Citizens' Day the Wednesday of Senior Citizens' Week; Grandparents' Week beginning with the second Sunday in September; Youth Day on the third Sunday in March each year; each day in which a state election is held throughout the State of Oklahoma; and such other days as may be designated by the President of the United States or the Governor of the State of Oklahoma. Notwithstanding the day designated for Veterans' Day by Section 82.1 of this title, any bank, savings and loan association or credit union may observe the fourth Monday in October as Veterans' Day. Any act authorized, required or permitted to be performed on any holiday as designated in this section may and shall be performed on said day the same as on any business day; provided any state, national or federal reserve bank, building and loan association, credit union, state, federal, county or municipal office may close on any day designated in this section as a holiday, and, upon such bank, building and loan association, credit union, or public office being closed on such day, any act authorized, required or permitted to be performed at or by such bank, building and loan association, credit union, public office or public official may be performed on the next succeeding business day and no liability or loss of rights of any kind shall result from such delay.

Historical Data

Laws 1947, HB 128, p. 235, § 2, emerg. eff. April 3, 1947; Amended by Laws 1955, HB 512, p. 201, § 1, emerg. eff. February 23, 1955; Amended by Laws 1959, SB 150, p. 115, § 2, emerg. eff. June 5, 1959; Amended by Laws 1971, HB 1007, c. 54, § 2, emerg. eff. April 2, 1971; Amended by Laws 1972, SB 619, c. 170, § 1; Amended by Laws 1977, HB 1216, c. 115, § 1, emerg. eff. May 30, 1977; Amended by Laws 1983, SB 108, c. 10, § 1, emerg. eff. March 17, 1983; Amended by Laws 1994, SJR 21, § 1, emerg. eff. May 2, 1994; Amended by Laws 1995, HB 1164, c. 42, § 1, emerg. eff. April 10, 1995.

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Oklahoma Attorney General's Opinions	
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<i>Level</i>	
<u>1984 OK AG 56</u>	<u>Question Submitted by: The Honorable Dorothy D. Conaghan, Oklahoma House of Representatives</u>
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Oklahoma Supreme Court Cases	
<i>Cite</i>	<i>Name</i>
<i>Level</i>	
<u>1966 OK 222, 420 P.2d 494</u>	<u>CRABTREE v. CRABTREE</u>
	<i>Discussed</i>
<u>1976 OK 63, 550 P.2d 922</u>	<u>TULSA T.S. EMP. UN. L. 354 v. BROADWAY T.L., TULSA</u>
	<i>Cited</i>
<u>1979 OK 44, 592 P.2d 980</u>	<u>DAVID v. PENNWALT CORP.</u>
	<i>Cited</i>
<u>1950 OK 110, 217 P.2d 805, 203 Okla. 1</u>	<u>STATE ex rel. SIZEMORE v. STATE ELECTION BD.</u>
	<i>Cited</i>

Citationizer: Table of Authority

Cite *Name* *Level*

None Found.

Title 25. Definitions and General Provisions

Oklahoma Statutes Citationized

Title 25. Definitions and General Provisions

Chapter 8 - Public Meetings

Oklahoma Open Meeting Act

Section 311 - Public Bodies - Notice

Cite as: 25 O.S. § 311 (OSCN 2021), Oklahoma Open Meeting Act

- A. Notwithstanding any other provisions of law, all regularly scheduled, continued or reconvened, special or emergency meetings of public bodies shall be preceded by public notice as follows:
1. All public bodies shall give notice in writing by December 15 of each calendar year of the schedule showing the date, time and place of the regularly scheduled meetings of such public bodies for the following calendar year;
 2. All state public bodies including, but not limited to, public trusts and other bodies with the state as beneficiary, shall give such notice to the Secretary of State;
 3. All county public bodies including, but not limited to, public trusts and any other bodies with the county as beneficiary, shall give such notice to the county clerk of the county wherein they are principally located;
 4. All municipal public bodies including, but not limited to, public trusts and any other bodies with the municipality as beneficiary, shall give such notice to the municipal clerk of the municipality wherein they are principally located;
 5. All multicounty, regional, areawide or district public bodies including, but not limited to, district boards of education, shall give such notice to the county clerk of the county wherein they are principally located, or if no office exists, to the county clerk of the county or counties served by such public body;
 6. All governing boards of state institutions of higher education, and committees and subcommittees thereof, shall give such notice to the Secretary of State. All other public bodies covered by the provisions of the Oklahoma Open Meeting Act which exist under the auspices of a state institution of higher education, but a majority of whose members are not members of the institution's governing board, shall give such notice to the county clerk of the county wherein the institution is principally located;
 7. The Secretary of State and each county clerk or municipal clerk shall keep a record of all notices received in a register open to the public for inspection during regular office hours, and, in addition, shall make known upon any request of any person the contents of the register;
 8. If any change is to be made of the date, time or place of regularly scheduled meetings of public bodies, then notice in writing shall be given to the Secretary of State or county clerk or municipal clerk, as required herein, not less than ten (10) days prior to the implementation of any such change;
 9. In addition to the advance public notice in writing required to be filed for regularly scheduled meetings, described in paragraph 1 of this subsection, all public bodies shall, at least twenty-four (24) hours prior to such regularly scheduled meetings, display public notice of the meeting by at least one of the following methods:
 - a. by posting information that includes date, time, place and agenda for the meeting in prominent public view at the principal office of the public body or at the location of the meeting if no office exists, or
 - b. by posting on the public body's Internet website the date, time, place and agenda for the meeting in accordance with Section 3106.2 of Title 74 of the Oklahoma Statutes. Additionally, the public body shall offer and consistently maintain an email distribution system for distribution of such notice of a public meeting required by this subsection, and any person may request to be included without charge, and their request shall be accepted. The emailed notice of a public meeting required by this subsection shall include in the body of the email or as an attachment to the email the date, time, place and agenda for the meeting and it shall be sent no less than twenty-four (24) hours prior to the meeting. Additionally, except as provided in subparagraph c of this paragraph, the public body shall make the notice of a public meeting required by this subsection available to the public in the principal office of the public body or at the location of the meeting during normal business hours at least twenty-four (24) hours prior to the meeting, or
 - c. upon the effective date of this act and until February 15, 2022, or until thirty (30) days after the expiration or termination of the state of emergency declared by the Governor to respond to the threat of COVID-19 to the people of this state and the public's peace, health and safety, whichever date first occurs, the public body shall not be required to make the notice of a public meeting available to the public in the principal

office of the public body or at the location of the meeting during normal business hours at least twenty-four (24) hours prior to the meeting;

10. The twenty-four (24) hours required in paragraph 9 of this subsection shall exclude Saturdays, Sundays and holidays legally declared by the State of Oklahoma. The posting or distribution of a notice of a public meeting as described in paragraph 9 of this subsection shall not preclude a public body from considering at its regularly scheduled meeting any new business. "New business", as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of the posting;

11. In the event any meeting is to be continued or reconvened, public notice of such action including date, time and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting;

12. Special meetings of public bodies shall not be held without public notice being given at least forty-eight (48) hours prior to the meetings. Such public notice of date, time and place shall be given in writing, in person or by telephonic means to the Secretary of State or to the county clerk or to the municipal clerk by public bodies in the manner set forth in paragraphs 2, 3, 4, 5 and 6 of this subsection. The public body also shall cause written notice of the date, time and place of the meeting to be mailed or delivered to each person, newspaper, wire service, radio station and television station that has filed a written request for notice of meetings of the public body with the clerk or secretary of the public body or with some other person designated by the public body. Such written notice shall be mailed or delivered at least forty-eight (48) hours prior to the special meeting. The public body may charge a fee of up to Eighteen Dollars (\$18.00) per year to persons or entities filing a written request for notice of meetings, and may require such persons or entities to renew the request for notice annually. In addition, all public bodies shall, at least twenty-four (24) hours prior to such special meetings, display public notice of the meeting, setting forth thereon the date, time, place and agenda for the meeting. Only matters appearing on the posted agenda may be considered at the special meeting. Such public notice shall be posted in prominent public view at the principal office of the public body or at the location of the meeting if no office exists. Twenty-four (24) hours prior public posting shall exclude Saturdays, Sundays and holidays legally declared by the State of Oklahoma. In lieu of the public posting requirements of this paragraph, a public body may elect to follow the requirements found in subparagraph b of paragraph 9 of this subsection, provided that forty-eight-hour notice is required for special meetings and that the forty-eight-hour requirement shall exclude Saturdays, Sundays and holidays legally declared by the State of Oklahoma;

13. In the event of an emergency, an emergency meeting of a public body may be held without the public notice heretofore required. Should an emergency meeting of a public body be necessary, the person calling such a meeting shall give as much advance public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means; and

14. A public body that gives public notice of a meeting for which there will be a videoconference option in accordance with Section 307.1 of this title shall not modify the method of meeting described in the notice prior to the meeting and shall conduct the meeting according to the methods described in the notice. If a code or password is required to access the videoconference meeting, the code or password shall be included in the public notice.

B. 1. All agendas required pursuant to the provisions of this section shall identify all items of business to be transacted by a public body at a meeting including, but not limited to, any proposed executive session for the purpose of engaging in deliberations or rendering a final or intermediate decision in an individual proceeding prescribed by the Administrative Procedures Act.

2. If a public body proposes to conduct an executive session, the agenda shall:

- a. contain sufficient information for the public to ascertain that an executive session will be proposed,
- b. identify the items of business and purposes of the executive session, and
- c. state specifically the provision of Section 307 of this title authorizing the executive session.

Historical Data

Laws 1977, HB 1416, c. 214, § 11, eff. October 1, 1977; Amended by Laws 1987, HB 1070, c. 184, § 1, eff. November 1, 1987; Amended by Laws 1992, HB 2409, c. 12, § 2, eff. September 1, 1992; Amended by Laws 2017, SB 403, c. 105, § 1, eff. November 1, 2017 ([superseded document available](#)); Amended by Laws 2019, SB 740, c. 376, § 1, eff. November 1, 2019 ([superseded document available](#)); Amended by Laws 2020, SB 661, c. 3, § 4, emerg. eff. March 18, 2020 ([superseded document available](#)); Amended by Laws 2021, SB 1031, c. 1, § 2, emerg. eff. February 10, 2021 ([superseded document available](#)).

Citationizer® Summary of Documents Citing This Document

<i>Cite Name</i>	<i>Level</i>	
<i>Oklahoma Attorney General's Opinions</i>		
<i>Cite</i>	<i>Name</i>	<i>Level</i>
2011 OK AG 22	Question Submitted by: The Honorable Sean Burrage, State Senator, District 2; The Honorable Marty Quinn, State Representative, District 9	Discussed at Length