

# ORIENTATION HANDBOOK

## NEW BOARD & POLICY COMMITTEE MEMBERS

Updated June 2025

# LETTER FROM THE EXECUTIVE DIRECTOR

Welcome to the Association of Central Oklahoma Governments (ACOG).

Whether your role is a designated delegate or an alternate, your service is essential to the spirit of collaboration and regional partnership that ACOG exemplifies.

ACOG has a long history of bringing communities together to solve the common issues facing the residents of Central Oklahoma. Regardless of whether you represent a small rural town, a bustling city, a diverse, expansive county, or a partner agency, your perspective is essential to our work together. We look forward to your participation at monthly Board and Policy Committee meetings.

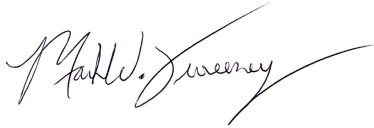
The ACOG Public Information Department has assembled this orientation handbook to acquaint you with the organization, its history, your role as a director or alternate, major program areas and current policy statements.

At your convenience, spend some time reading Chapter 1: What is ACOG; Chapter 2: How is ACOG Staff Organized? and Chapter 3: What are the Roles of the Boards and Policy Committees? This information will help prepare you for involvement in our organization.

As your time and interests allow, please also acquaint yourself with Chapter 4: What Does ACOG Do? Appendix 1: Agreement Creating ACOG; Appendix 2: ACOG Bylaws; Appendix 3: Agreement Creating 911 ACOG; Appendix 4: 911 ACOG Bylaws; Appendix 5: ACOG Service Area & Board Membership List; Appendix 6: 911 ACOG Boundary Map & Board Membership List; Appendix 7: ACOG MPO Boundary Map and Committee Membership List; Appendix 8: Garber-Wellington Association Policy Committee Boundary Map & Committee Membership List; Appendix 9: Commonly or Frequently Used Acronyms. View the current ACOG Budget & Workplan [here](#).

If you have any questions about your service on the Boards or Policy Committees, please do not hesitate to contact me ([msweeney@acogok.org](mailto:msweeney@acogok.org)) or Beverly Garner ([bgarner@acogok.org](mailto:bgarner@acogok.org)), Executive Assistant, at 405.234.2264.

I look forward to working with you and your community. I know we will accomplish great things together; thank you for your commitment to improving the quality of life for the citizens of the ACOG region.

A handwritten signature in blue ink that reads "Mark W. Sweeney".

Mark W. Sweeney, AICP  
Executive Director

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**acog**

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# CHAPTER 1: WHAT IS ACOG?

ACOG is a voluntary association of cities, towns, and counties that advocates for regional planning and cooperation.

ACOG boasts three federal designations:

- Metropolitan Planning Organization (MPO) for the Central Oklahoma region, as designated by the U.S. Department of Transportation (USDOT) and the Federal Highway Administration (FHWA)
- Central Oklahoma Clean Cities as designated by the U.S. Department of Energy (DOE)
- Capital Area Economic Development District (CAPEDD) of Oklahoma as designated by the U.S. Economic Development Administration (EDA)

## MISSION STATEMENT

ACOG is the leading voice for regional collaboration and was established to:

- Advocate on a Cooperative, Areawide Basis in order to Address Regional Issues
- Solve Mutual Problems and Promote Efficient Government Services
- Improve the Quality of Life in Central Oklahoma

## ACOG BOUNDARY MAP





# ACOG FREQUENTLY ASKED QUESTIONS (FAQs)

## WHAT IS THE PURPOSE OF ACOG?

The general purpose of ACOG is to encourage and facilitate local governments in the region to cooperate with one another, with other levels of government, and with the private sector to plan development of the region, and thereby improve the health, safety, and general welfare of our citizens.

The specific purposes of ACOG are:

- to make studies and plans to guide the unified, far-reaching development of the region and assist participating local governments in preparing and implementing plans that are consistent with the organization's general purpose
- to coordinate development in the region and thereby eliminate duplication and promote economy and efficiency
- to serve as a forum to identify, focus on, discuss, and study regional challenges and opportunities
- to serve as a vehicle for the collection and exchange of information about the region and to provide for effective communication and coordination among member governments, other levels of government, and the private sector
- to encourage, develop, and review policies, plans, and priorities for regional growth and development
- to furnish general and technical aid to member governments
- to facilitate agreement and cooperative action among member governments to carry out specific projects
- to maintain liaison with member governments, other levels of government, and the private sector, and to serve as a regional spokesman for local governmental interest
- to review, coordinate, and expedite federal, state, and local governmental programs that have regional implications
- to develop and carry out plans and programs as directed by the Board of Directors

## WHEN AND WHY WAS ACOG CREATED?

ACOG was created in June 1966 by local governments under authority provided by the State enabling legislation known as the Inter-Local Cooperation Act (Title 74 O.S. 1971, Sections 1001-1008) to lead regional collaboration in Central Oklahoma. ACOG was established to aid local governments in planning for common needs, cooperating for mutual benefit, coordinating for sound regional development, and to serve as a clearinghouse for state and federal funds.

## GEOGRAPHICALLY SPEAKING, WHERE IS THE ACOG REGION?

The ACOG region comprises Canadian, Cleveland, Logan, and Oklahoma counties and is known as Sub-State Planning Region 8. Local governments that are adjacent to, or border one of the four counties, are also eligible for membership in ACOG.

## IS ACOG FEDERAL, STATE, OR LOCAL?

ACOG, as the designated regional planning agency for Central Oklahoma, was created for and by local governments. With local elected official guidance and consent, it also administers and manages the state and federal grant programs for which it receives funds. Through various grant funding mechanisms, membership dues, and service fees, ACOG administers four major service areas: Transportation Planning Services (Metropolitan Planning Organization – MPO), 911 & Public Safety, Community & Economic Development, and Water Resources.

ACOG both complements and supplements local government activities but is not, in itself, a governmental unit. It does not possess the power of enforcement or taxation.

## HOW DO MUNICIPALITIES AND COUNTIES PARTICIPATE ON THE ACOG BOARD OF DIRECTORS?

The ACOG Board of Directors (ACOG BOD) is comprised of local elected officials. Each member municipality or county appoints one representative and up to two alternates from its elected council or commission to serve on the Board of Directors. Many Board members also serve on ACOG policy committees: the Metropolitan Planning Organization (MPO) Policy Committee (PC) and the Garber-Wellington Association Policy Committee (GWAPC).

In addition, 911 ACOG is also governed by a Board of Directors, formed by elected officials appointed from 911 ACOG member governments.

## HOW IS ACOG FUNDED?

ACOG receives federal and state Program funding, as well as local funding. All local government members of ACOG contribute annual dues, which entitle them to serve on the Board of Directors and be involved in selected Policy Committees and receive technical and administrative services. 911 ACOG is funded by service fees from landline and wireless phone users. This funding is used to build and maintain the system infrastructure needed to operate a regional enhanced 911 system.

## WHAT ARE THE DATES FOR THE ACOG FISCAL YEAR?

The Fiscal Year for ACOG and 911 ACOG is from July 1 through June 30.

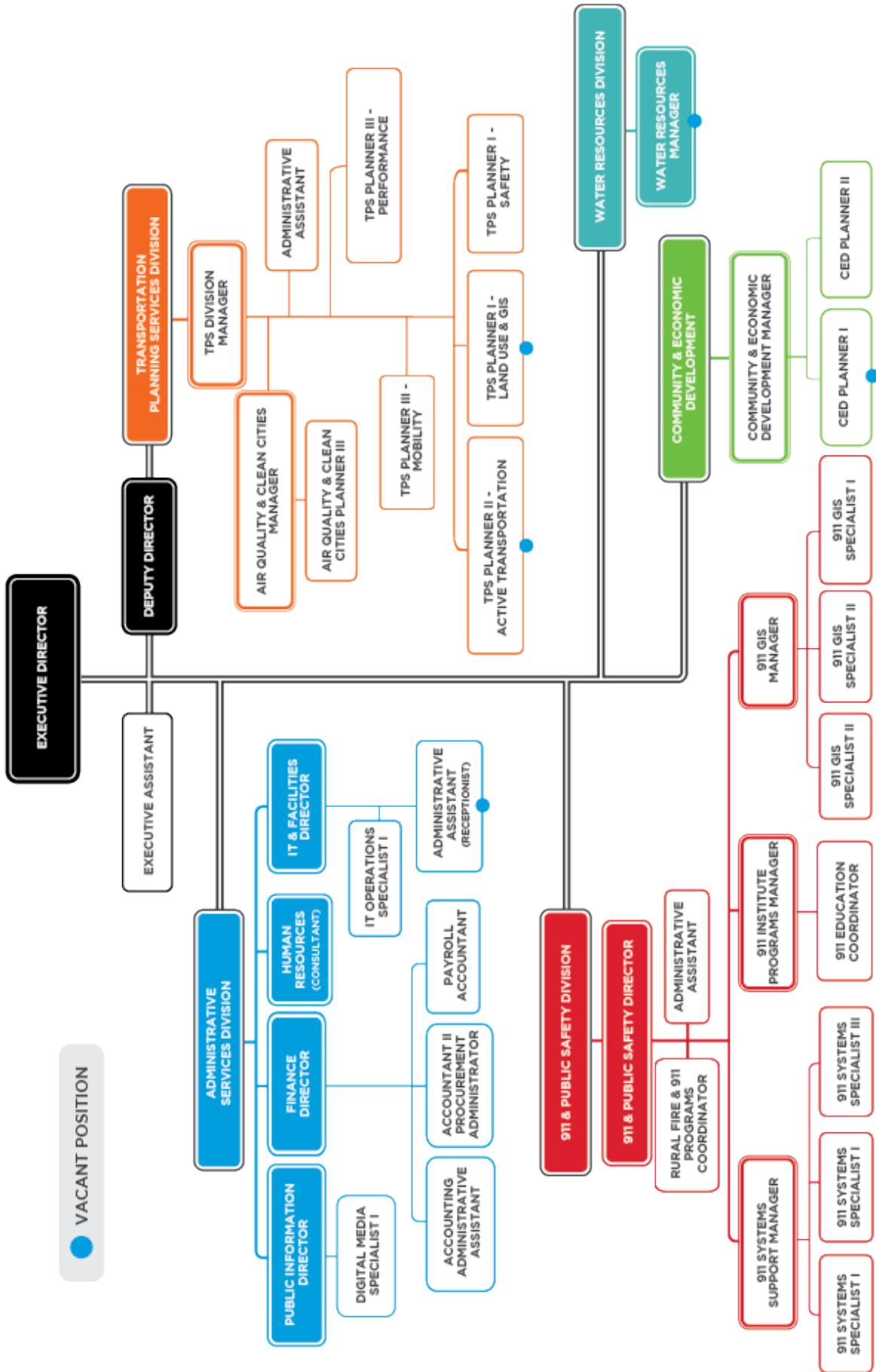
## WHO APPROVES THE ANNUAL BUDGET?

The ACOG and 911 ACOG budgets are prepared by staff and recommended by the ACOG Budget Committee (Executive Committee). The ACOG Budget Committee meets with staff to assess anticipated program, organizational, and funding changes for the agency, projected sources and uses of revenue, and the estimated indirect cost allocation for the upcoming fiscal year. The proposed ACOG Annual Budget and Work Plan is then presented to the ACOG BOD during the June meeting for approval. The 911 ACOG BOD reviews and approves their annual budget, which is included in the ACOG Budget document, at their June meeting, as well.

View the current ACOG and 911 ACOG budgets [here](#).

Please note that 911 ACOG does not have any staff members. All staff support is provided through an administrative agreement with ACOG.

## CHAPTER 2: HOW IS ACOG STAFF ORGANIZED?



# CHAPTER 3: WHAT ARE THE ROLES OF THE BOARDS AND POLICY COMMITTEES?

## BOARD OF DIRECTORS

ACOG has two Boards: the ACOG BOD and the 911 ACOG BOD, plus multiple standing committees, two policy committees, and numerous technical and advisory committees and coalitions.

The ACOG BOD (Appendix 4: ACOG Boundary Map & Member List) serves as the governing body for the Association and makes all policy decisions. Each member municipality or county designates one representative and up to two alternates from its elected council or commission. Each entity receives a weighted vote on the Board based on the most recent population estimates.

The 911 ACOG BOD (Appendix 5: 911 ACOG Boundary Map & Member List) provides policy guidance and oversight for the regional emergency systems that serves all first responders to ensure that a high quality, reliable method of communications is available throughout the entire service area, which meets the needs of and is financed equitably among participating emergency response agencies. Membership is open to all units of general-purpose government within the four-county region and adjacent cities and counties who have authorized implementation of 911 emergency telephone service.

Many board members also serve ACOG program policy committees: the ACOG Metropolitan Planning Organization (MPO) Policy Committee (PC) (Appendix 6: MPO Boundary Map & Committee Member List) and the Garber-Wellington Association Policy Committee (GWAPC) (Appendix 7: Garber-Wellington Association Boundary Map & Committee Member List). Each of these bodies includes representatives from a member jurisdiction that directly benefit from the research, planning, and services applicable to those respective functions of the organization.

The ACOG BOD, the 911 ACOG BOD, the ACOG MPO PC, and GWAPC are supported by various advisory and technical committees.

## POLICY COMMITTEES

The ACOG MPO PC is the policy group for regional transportation decision making in greater Oklahoma City region. The primary functions of the ACOG MPO PC are to provide guidance for multimodal transportation planning and to assure coordination among transportation modes, local government entities, and planning efforts.

The ACOG MPO PC voting membership is composed of locally elected officials, located within the Oklahoma City region, transportation department managers and commissioners, and designees from other local agencies, representing various transportation modes. Each ACOG member local government designates one representative (normally the same BOD designee) and receives one vote. The ACOG MPO PC officers are elected from the membership every year for a two-year term. Federal aviation, transit, and highway officials are designated as non-voting ACOG MPO PC members.

The GWAPC is an association of local governments who benefit from the resources of the Garber-Wellington Aquifer and the alluvial aquifer systems. The GWAPC implements programs and policies dedicated to groundwater resources and management.

GWAPC voting membership is composed of locally elected officials located primarily within the aquifer that is designated from their local government and receive one vote. The GWAPC officers are elected from the membership for a one-year term with the option of serving for two years upon Board approval.

## STANDING COMMITTEES

Currently the ACOG BOD has four appointed standing committees: **Executive Committee** (Officers of Boards and Policy Committees), **Budget Committee** (same as Executive Committee), **Nominating Committee** and the **Building Review Committee**. The ACOG BOD has the authority to establish standing Committees to address various issues and operational needs of the organization.

**Executive Committee:** Comprised of the officers of the two Boards and the two Policy Committees. The Committee, with the approval of the ACOG BOD, can act on behalf of the full board to facilitate decision-making between board meetings or in urgent and crisis circumstances. The Committee provides policy guidance and advice to the Executive Director. The Committee also evaluates the performance of the Executive Director on an annual basis.



**Budget Committee:** The membership of this Committee is the same as the Executive Committee. The Committee meets twice each year to review the proposed ACOG and 911 ACOG budgets prepared by staff. The Committee then recommends the final budgets for approval by the respective Boards at the June Board meetings.

**Nominating Committee:** Comprised of ACOG Board Directors that are selected annually by the ACOG BOD Chair. This Committee recruits and recommends ACOG BOD, 911 ACOG BOD, MPO PC, and GWAPC officers on an annual basis. The Committee's officer nominations are presented to the ACOG and 911 ACOG Boards in May of each year for final approval.

**Building Review Committee:** This Committee, which is comprised of ACOG BOD, meets on an as needed basis to review the building/facility needs of ACOG and to recommend future building lease, purchase, or construction options to the full Board for their consideration.

## TECHNICAL COMMITTEE

The ACOG MPO Technical Committee (TC) makes recommendations to the ACOG MPO PC concerning adoption and approval of all transportation plans and programs, such as the Unified Planning Work Program (UPWP), the long-range transportation plan, and the Transportation Improvement Program (TIP). The ACOG MPO TC also monitors the performance of the regional transportation system and recommends policy changes to the ACOG MPO PC to improve system performance. This committee is generally comprised of city planners, city engineers, and traffic managers, along with representatives from various transportation modes, environmental agencies, the Oklahoma Turnpike Authority (OTA), and the Oklahoma Department of Transportation (ODOT), and federal transportation agencies.

## ADVISORY COMMITTEES

There are multiple advisory committees and coalitions that provide input to the ACOG BOD and/or 911 ACOG BOD.

- [Air Quality Advisory Committee \(AQAC\)](#) – reviews air quality issues and provides expertise about various air quality issues.
- [Active Transportation Advisory Committee \(ATAC\)](#) – promotes regional bicycle and pedestrian guidelines for the planning, design, and construction of facilities and is tasked with updating and maintaining the regional bicycle and pedestrian system and serving in a planning and technical advisory capacity to the ACOG MPO PC.
- [Areawide Planning & Technical Advisory Committee \(APTAC\)](#) – composed of city planners and representatives of various local and state agencies, APTAC makes recommendations to the ACOG BOD concerning socio-economic data for the adoption and approval of the long-range transportation plan.
- [Central Oklahoma Clean Cities Coalition \(COKCCC\)](#) – is one of nearly 100 coalitions working across the country to help local decision makers and fleets understand and implement alternative and renewable fuels, idle-reduction measures, and emerging transportation technologies.
- [Comprehensive Economic Development Strategy \(CEDS\) Advisory Committee](#) is a dynamic group of community and elected leaders that work together to implement the CEDS for the Capital Area Economic Development District (CAPEDD) of Oklahoma; a strategy-driven plan for regional economic development.
- [Oklahoma Electric Vehicle Coalition](#) – diverse group of stakeholders working toward the development and expansion of the electric vehicle market in Oklahoma. Our Mission is to facilitate the adoption and awareness of EVs and EVSE in Oklahoma through our active and cohesive group of diverse EV stakeholders.
- [911 Regional Planning and Advisory Committee \(911 RPAC\)](#) consists of 911 ECC (PSAP) managers and other public safety officials from the region and advises the 911 ACOG BOD.

## BOARD DIRECTOR RESPONSIBILITIES

As regional decision-makers, the responsibilities of Board directors and their alternates (when the director cannot attend are:

- Regularly attend and participate in scheduled Board of Directors meetings

- Review agenda and background materials, and prepare for discussion and decision-making at Board and Committee meetings, as assigned
- Keep their local policy-making body apprised of ACOG and/or 911 ACOG BOD activities through regular briefings
- Become familiar with the services, programs, and activities of ACOG, and be available to represent the organization upon request

## **VOTING REPRESENTATION: EXPLAINING THE WEIGHTED VOTE (ACOG BOD)**

Based on the ACOG Amended Agreement that was amended in 1983, the ACOG BOD voting representation is established as follows:

- Each Director representing a county has two (2) votes
- Each Director representing a total population of less than 75,000 has one (1) vote for each 2,500 population or fraction thereof
- Each Director representing a total population of more than 75,000 has one (1) vote per 2,500 or fraction thereof for the first 75,000 and one (1) additional vote for each additional 7,000 population, fractions not included
- Each year prior to the budget and assessment schedule recommendations in May, the ACOG staff will submit to the BOD for its adoption, an estimate of population of Sub-State Planning Region 8 for the members of ACOG, when adopted, as the determination of population for representation and assessment purposes
- The most recent population estimates from the Census Bureau are used to determine representation/weighted vote

## **VOTING REPRESENTATION: EXPLAINING THE WEIGHTED VOTE (911 ACOG BOD)**

The 911 ACOG BOD voting representation is established as follows:

- Each Director representing a total population of less than 75,000 shall have one (1) vote for each 2,500 population or fraction thereof
- Each Director representing a total population of more than 75,000 shall have one (1) vote for the first 75,000 population and one (1) additional vote for each additional 7,000 population thereof

## **HOW IS A QUORUM DETERMINED (ACOG BOD)?**

Directors representing more than 50% of the total Weighted Vote of the ACOG BOD and representing 12 or more members shall constitute a quorum for the transaction of business.

In transacting business of the BOD, all questions must receive a minimum vote more than 50% of the total weighted vote representing 6 entities or more of the Board of Directors to pass. All votes shall be subject to roll call upon request by any director.

## **HOW IS A QUORUM DETERMINED (911 ACOG BOD)?**

Directors representing more than 50% of the total weighted votes of the 911 ACOG BOD and representing 10 or more members shall constitute a quorum for the transaction of business. To pass, all questions must receive more than 50% of the total weighted vote representing 6 or more members. All votes shall be subject to roll call upon request by any director.

## **OFFICER DUTIES AND RESPONSIBILITIES**

Directors may be nominated to serve as officers on the ACOG BOD, ACOG MPO PC, 911 ACOG BOD and the GWAPC. Officers are recommended by the Nominating Committee and elected annually in May. They assume their new role responsibilities on July 1 of each year. Board officers are elected for a one-year term, however, have the option to serve for an additional year at the discretion of the BOD.

### **Chair**

- Preside over Board of Directors Meetings
- Serve as chair of the ACOG MPO PC (ACOG BOD Chair)
- Serve as chair of the Budget and Nominating Committees (ACOG BOD Chair)
- Signatory for accounts payable

- Preside over Executive Committee meetings (ACOG BOD)
- Participate in Legislative Agenda Forums
- Attend and participate in the ACOG Annual Legislative Event
- Evaluate the performance of the Executive Director, annually

#### **Vice-Chair**

- Should the chair be unavailable, conduct Board of Directors meetings
- Serve as vice-chair of the ACOG MPO PC (ACOG BOD Vice-Chair)
- Serve as a member of the Budget Committee
- Occasionally serve on the Nominating Committee
- Signatory for accounts payable
- Attend Executive Committee meetings
- Participate in Legislative Agenda Forums
- Attend the ACOG Annual Legislative Event
- Evaluate the performance of the Executive Director, annually

#### **Secretary/Treasurer**

- Should the chair or vice-chair be unavailable, conduct BOD meetings
- Serves as Secretary/Treasurer of the ACOG MPO PC (ACOG BOD Secretary/Treasurer)
- Serve as a member of the Budget Committee
- Signatory for accounts payable
- Occasionally serve on the Nominating Committee
- Attend Executive Committee meetings
- Participate in Legislative Agenda Forums
- Attend the ACOG Annual Legislative Event
- Evaluate the performance of the Executive Director, annually

## **MEETING AGENDAS & MATERIALS**

Agenda packets for the ACOG BOD, 911 ACOG BOD, ACOG MPO PC, and GWAPC are emailed to directors and alternates and posted to the web site ([acogok.org](http://acogok.org)), 6 days in advance of the meeting date. Agenda packets include memos and materials prepared by staff and our consultants.

## **MEETING SCHEDULE**

The 911 ACOG BOD, the ACOG BOD, along with the ACOG MPO PC hold monthly meetings on the last Thursday of every month\*, unless posted differently. The meetings will take place at the ACOG office, 4205 N. Lincoln Blvd., Oklahoma City, OK 73105. The GWAPC meets on the last Thursday every other month.

\*There are no Board or Committee meetings in July. The Thanksgiving/Christmas holidays require a change from the last Thursday of the month and are therefore held the second or third Thursday of November and December.

#### **Meeting Times:**

- 911 ACOG BOD: 1:00 pm
- ACOG MPO PC: 1:20 pm<sup>†</sup>
- ACOG BOD: 1:45 pm<sup>†</sup>
- GWAPC (every other month): 2:30 pm<sup>†</sup>

<sup>†</sup>Times are tentative due to meetings running longer than expected

## WORKING WITH MEDIA

When ACOG is contacted by local or national media about the organization, staff responds with accurate and timely information. When possible, staff will provide directors notice of anticipated media coverage of ACOG. All media contacts will be coordinated by the ACOG Public Information Department.

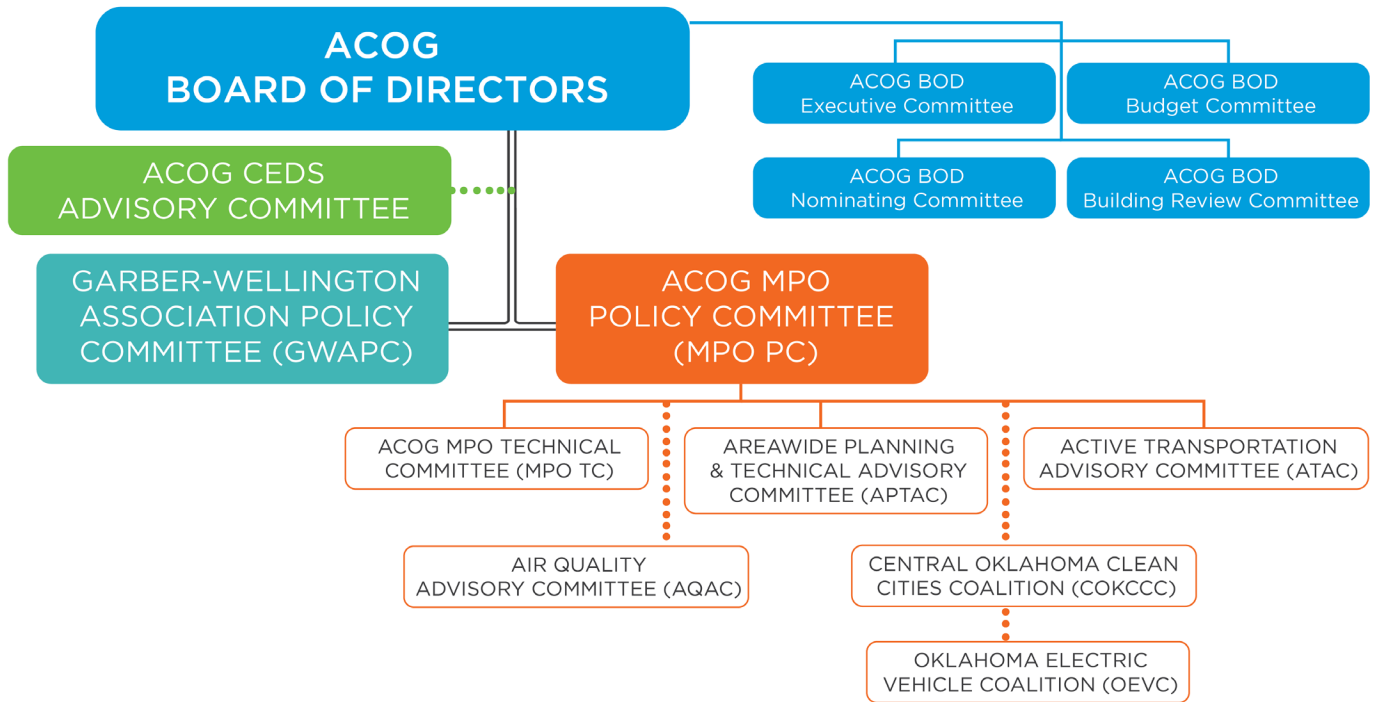
Directors may be contacted by the media about their jurisdiction's role with ACOG. Directors are not expected to be able to respond in-depth about ACOG policies and programs.

### **Recommended Media Approaches:**

- Directors may feel free to reach out to the Executive Director or Public Information Director in response to a current or anticipated media request.
- If directors prefer not to handle requests directly, staff will coordinate an appropriate response that may involve the Board Chair or officers.
- To ensure a unified voice for ACOG, directors are asked to contact the Executive Director or Board Chair and officers before initiating media contacts regarding ACOG policies or programs.



## ACOG BOD COMMITTEE STRUCTURE



## 911 ACOG BOD COMMITTEE STRUCTURE



## CHAPTER 4: WHAT DOES ACOG DO?

### 911 & PUBLIC SAFETY DIVISION

Provides funding, planning, technical support, dispatcher training, and educational outreach assistance to 22 Emergency Communication Centers (ECC) throughout the 911 ACOG service area, enabling those agencies to deliver the highest quality Enhanced 911 (E911) service to their citizens.

- Coordinates strategic planning and project management with various public safety organizations, while serving as a regional liaison for our stakeholders
  - Provides ACOG Support & Assistance Program (ASAP) Help Desk (24/7 access) support
  - Provides system monitoring (24/7), and quarterly preventative maintenance
  - Operates a fully equipped Training ECC to instruct over 700 dispatchers in the 911 ACOG service area on the use of 911 equipment
  - Offers 35 mandated and continuing education courses on topics related to 911 operations, supervision, and leadership
  - Provides 911 database maintenance and addressing
  - In the process of implementing the successful operation of the first Next Generation 911 (NG911) solution in the State of Oklahoma
  - Provide technical assistance to ACOG area Rural Fire Departments (RFDs) in the development of their equipment, communications system, and training programs
  - Administer state and federal grant programs to assist RFDs within established guidelines and procedures to obtain financial assistance to improve their fire protection capabilities
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### ADMINISTRATIVE SERVICES DIVISION

ACOG Administrative Services is responsible for the internal operations that support all ACOG program areas. These include financial services, information technology/facilities management, human resources, and public information services.

#### Financial Services

- Accounts payable and accounts receivable
- Payroll
- Purchasing and procurement administration
- Cash management
- Cost pool allocations
- Internal and external financial reports
- Grant and contract reporting and monitoring
- Budgeting
- Annual audit (with independent auditor)

#### Information Technology/Facilities Management

- Helpdesk services
- Computer and network maintenance and support
- Planning and implementation of technology strategies
- Budgeting and purchasing of office equipment, supplies, furniture, and technology for staff
- Planning and support for communications and systems infrastructure
- Scheduling and overseeing of daily operations for facility-related items, technology, and maintenance services
- Life-cycle management of organizational assets (furniture, technology, and physical storage)
- Allocates and maintains divisional/departmental digital storage
- Serves as the main point of contact with the building landlord for facilities issues and repairs

## **Human Resources (Consultant Services Contract)**

- Administer personnel policies and procedures
- Benefits administration
- Update ACOG Employee Handbook
- Provide revisions to Annual Employee Performance Evaluation forms
- Review and update ACOG job descriptions
- Periodic ACOG personnel policies and procedures training for employees

## **Public Information Services**

Public Information Services directs and coordinates all public relations for ACOG and partners with each ACOG Division/Department to showcase their mission in serving Central Oklahoma, to educate the citizens of our region, and to raise the public profile of the organization.

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## **COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**

The ACOG Community & Economic Development (CED) Department works closely with the cities, counties, chambers of commerce, and economic development organizations throughout the 4-county Capital Area Economic Development District (CAPEDD) of Oklahoma, providing education, training, and expert assistance for community and economic development initiatives and funding opportunities.

### **Capital Area Economic Development District (Capedd) Of Oklahoma District Planning Services**

- Implements the 2024 five-year Comprehensive Economic Development Strategy (CEDS) for the 4-county region; along with coordinating the CEDS Advisory Committee agendas and meetings
- Assists local governments and institutions of higher education in preparing and submitting EDA grant applications through the CAPEDD
- Provides demographic and economic data to communities in support of grounded and evidence-driven economic development strategies
- Maintains and updates the online CAPEDD Dashboard which provides independent and objective data on the health of the Central Oklahoma economy

### **Rural Economic Action Plan (REAP)**

- Assists small, rural communities with populations of less than 7,000 to apply for state funding (ODOC) for infrastructure and community projects
- Provides supervision of the progress on the approved projects and appropriate documentation of results, to include reporting to the State Legislature

### **Community Development Block Grants (CDBG)**

Provides technical assistance to eligible, non-entitlement cities and counties on CDBG and CDBG REAP grant applications, which are primarily for water and sewer projects.

### **Grant Services**

ACOG provides the following professional grant services to local governments and other organizations within the ACOG region:

- Grant application (writing) services through a contractual fee-based agreement
- Grant administration services through a contractual fee-based agreement with the grantee (awarded recipient - local government or organization). ACOG will perform administration services customized per grantee in accordance with the administrative and schedule requirements of the grant awarding agency or organization (grantor)

## TRANSPORTATION PLANNING SERVICES DIVISION

As the designated Metropolitan Planning Organization (MPO) for Central Oklahoma, ACOG provides regional transportation planning, data development and management services, air quality and Clean Cities outreach to ensure continued certification by the appropriate federal and state agencies.

### Regional Transportation Planning

- Ensures the transportation planning process is conducted in compliance with federal laws and guidance established by Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), state laws, and local statutes
- Develops and implements the multimodal, long-range metropolitan transportation plan for the Oklahoma City area in compliance with the requirements of the Fixing America's Surface Transportation (FAST) Act and any subsequent federal surface transportation legislation
- Assists local governments in obligating approximately \$22 million in Surface Transportation Block Grant - Urbanized Area (STBG-UZA) funds and over \$650,000 in Congestion Mitigation and Air Quality (CMAQ) funds annually
- Monitors the region's STBG-UZA, CMAQ, and Transportation Alternatives Program (TAP) projects and associated funds
- Creates, updates, and monitors the Oklahoma City region Transportation Improvement Program (TIP)
- Updates and enhances modeling tools to accurately estimate and forecast land use and travel patterns
- Collects, maintains, updates, and evaluates current and future travel characteristics, transportation system data, land use, and socioeconomic information for the transportation planning process
- Maintains Geographic Information System (GIS) of all data relevant to the regional transportation planning process
- Provides GIS products and mapping/data analysis support for member governments
- Coordinates regional snow routes map and aerial acquisition with member entities

### Air Quality Initiative

- Produces the region's Environmental Protection Agency (EPA) Ozone Advance submission in coordination with the Oklahoma Department of Environmental Quality (ODEQ)
- Monitors Central Oklahoma air pollution data
- Coordinates the Ozone Alert Day outreach program
- Administers the Air Quality Small Grant Program
- Coordinates ACOG Air Quality Advisory Committee Meetings
- Publicizes the recently completed the Cost of Nonattainment Study for the OKC Metro area

### Clean Cities Program

- Provides technical assistance to the public, public agencies, and private businesses regarding alternative fuels and vehicle technologies, federal and state laws and incentives, grant opportunities, and market developments
- Administers ACOG Clean Air Grants for Public Sector Fleets – an alternative fuel vehicle replacement and infrastructure grant program
- Coordinates coalition stakeholder and working group meetings, including the Oklahoma Electric Vehicle Coalition

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## WATER RESOURCES DIVISION

The Water Resources Division helps local governments to maximize the use of their ground and surface water resources. This includes planning, management, protection, and research of water quality and supplies. The major activities and outputs of this Division are in three broad areas:

### Groundwater Management And Protection (Garber-Wellington Association Policy Committee)

- Determine the boundaries of the fresh water and the recharge characteristics of the Garber-Wellington Aquifer, production potential, and safe withdrawal zones and rates. These are accomplished through stratigraphic mapping and aquifer modeling studies



- Identify pollution sources and recommend preventive measures
- Maintain extensive information databases on the Garber-Wellington Aquifer. These databases include old aerial photographs, monthly pumping rates, water levels, oil and gas well activity, water quality analyses, and well construction

### **Surface Water Management**

- Maintain the ACOG 208 Plan under the Clean Water Act Sections 208 and 303, Water Quality Management (208)
- Sustain and update regional Water Quality Analysis Simulation Program (WASP) model on Canadian River to help define water pollution from point and nonpoint sources



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# APPENDIX 1: ACOG AGREEMENT

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# ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (ACOG) AGREEMENT

**AMENDED NOVEMBER 22, 2024**



**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS**

Mark W. Sweeney, AICP..... Executive Director  
John M. Sharp ..... Deputy Director

**ADMINISTRATIVE SERVICES**

Rachel Meinke..... Public Information Director  
Debbie Cook..... Finance Director  
Julie Smedlund..... IT & Facilities Director

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Association of Central Oklahoma Governments  
4205 North Lincoln Blvd.  
Oklahoma City, OK 73105  
Telephone: (405) 234- 2264  
[www.acogok.org](http://www.acogok.org)

# AMENDED AGREEMENT CREATING THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS



## PREAMBLE

WHEREAS the 30th Oklahoma Legislature enacted Title 74, O.S. (1971) § 1001 - 1008a permitting public agencies to enter into agreements with one another for joint or cooperative action pursuant to the provisions of said act; and

WHEREAS, pursuant thereto, it is the purpose and desire of the undersigned public agencies to create a Council of Governments to enable said public agencies to more efficiently use their powers by cooperating with each other on a basis of mutual advantage and thereby provide services and facilities in a manner and pursuant to a form that will accord best with geographic, economic, population, and other factors influencing the needs and development of said public agencies.

NOW, THEREFORE, the Association of Central Oklahoma Governments is hereby created by agreement of the parties hereto, under the authority of Title 74, O.S. (1971) § 1001 - 1008a, in accordance with the following provisions:

The Agreement for the organization of Association of Central Oklahoma Governments, dated June 26, 1966, is hereby amended in its entirety to read as hereinafter provided.



OFFICE OF ATTORNEY GENERAL  
STATE OF OKLAHOMA



Mark W. Sweeney  
Executive Director  
Association of Central Oklahoma Governments  
4205 N. Lincoln Blvd.  
Oklahoma City, OK 73105

Re: Interlocal Cooperation Agreement – Association of Central Oklahoma Governments  
(ACOG) Agreement -- **OAG #ICA-24-0027**

**LETTER OF APPROVAL**

The above referenced Agreement has been reviewed by the office of the Oklahoma Attorney General and was found to be in compliance with the provisions of the Interlocal Cooperation Act, 74 O.S. §§ 1001-1008 ("Act"). Therefore, pursuant to Section 1004(F) of the Act, the aforementioned Agreement is hereby officially **APPROVED** as of the date set forth herein below.

Please be further advised that, before the Agreement enters into force, the Agreement along with a copy of this Letter of Approval must be filed with the appropriate County Clerk(s) and the Oklahoma Secretary of State.

Signed this 22<sup>nd</sup> day of November, 2024.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Karl F. Kramer", with a long horizontal flourish extending to the right.

Karl F. Kramer  
Assistant Attorney General  
Karl.Kramer@oag.ok.gov

Enclosure: Submitted Agreement

## SECTION I: DURATION OF THE AGREEMENT AND ORGANIZATION

- A. The duration of the Agreement and organization per a 1973 amendment was set for five (5) years from the effective date of approval by the appropriate governing body making a recommendation of either continuing or ceasing the created organization. In 1983 the Board of Directors amended the Agreement to extend it and the organization another five (5) years from March 31, 1983. Hereafter, as amended, the term of the organization shall be from year to year without the necessity of a formal renewal by the Board of Directors, thereby making the duration of the amended Agreement perpetual.
- B. The Board of Directors created pursuant to this Agreement shall review the Agreement and the organization created at its own discretion and recommend amendments to the membership for ratification, when deemed necessary.
- C. There is hereby created a third entity (organization) which shall be separate and apart from the signatory members hereto and shall owe its legal existence to this Agreement. Said entity shall be known as "Association of Central Oklahoma Governments," herein referred to as ACOG, and shall be a separate legal entity for the purposes that are set forth in this Agreement.
- D. ACOG is a voluntary association with membership open to all units of general local government within the delineated Sub-State Planning Region 8, as established pursuant to Governor's Executive Order of May 21, 1971. Local governments outside of the Sub-State Planning Region 8 that share a mutual boundary with the region may become members of ACOG with the approval of the Board of Directors (refer to membership process below).
- E. ACOG Membership:

- 1. Units of local government may join ACOG by passage of an ordinance, resolution or otherwise, pursuant to law of the governing body of the unit of local government seeking membership and signing of this Agreement. Units of local Government joining ACOG shall be designated as "members."

The various attributes of membership concerning voting, dues and the like are detailed in Sections I and II of this Agreement. Each respective local unit of government in the ACOG region and adjacent thereto, if approved by the Board, shall select its voting member to the association. They shall select at least one (1) alternate member by the same process. The alternate member may serve in the absence of the regular selected representative and have all the voting privileges and rights of the regular selected representative, and such representative shall be a member of the governing Board of Directors.

Such appointment shall be in writing and shall specify the power or powers delegated thereto and shall be filed with the ACOG Board of Directors, duly signed by the appointing authority. Provided, however, such alternates shall be elected officials from the appropriate local unit of government or public agency.

- 2. Board of Directors of ACOG, Creation and Selection:

There is hereby created a Board of Directors of ACOG which shall serve as the governing body of ACOG. Each member on the Board of Directors shall be designated as a "Director" and as such shall have all the attributes of a Director as so stated in Article IV of this agreement.

The Board of Directors shall be selected as follows:

- i. The Governing Board of each county that is a member of ACOG shall select one (1) member from the Board of County Commissioners who shall be designated as a Director.
- ii. The Governing Board of each member unit of local Government shall select one (1) member from the respective Governing Board who shall be designated as a Director.

**3. Associate Membership:**

All other entities that fall outside of the category of units of local government but are within the definition of Public Agency as defined by the Interlocal Cooperation Act, Title 74 O.S. (1971) § 1001 - 1008a, shall be eligible for "Associate Membership" status in ACOG.

Those entities seeking membership in the Associate Member category shall pay a nominal membership fee, as established by the Board of Directors of ACOG, prior to being allotted membership in ACOG. Annual assessments shall be provided for as determined by the Board of Directors.

**4. Weighted Vote of Board of Directors:**

Each Director representing a county member shall have two (2) votes for purposes of weighted voting.

Except as provided above, each Director shall have a weighted vote in accordance with the following schedule:

- i. Each Director representing a total population of less than 75,000 shall have one (1) vote for each 2,500 population or fraction thereof.
- ii. Each Director representing a total population of more than 75,000 shall have the votes as provided in (i) above for the first 75,000 population and one (1) additional vote for each additional 7,000 population therein or fraction thereof.

## **SECTION II: FUNCTIONS AND PURPOSES OF ACOG**

- A. The Association of Central Oklahoma Governments is organized as a forum for full and open discussion, study, and resolution of area wide problems of mutual interest and concern to its participating members.
- B. The paramount function of the Association of Central Oklahoma Governments is to promote and enhance the cooperative identification of common issues, differences, and problems of the member governments, while targeting economic, social, and fiscal well-being of the region, its citizens, and business enterprises, and the coordinated resolution and implementation of policy matters and programs of action for the mutual interest of all.
- C. To the maximum extent feasible, in carrying out the functions of ACOG, utilization of member staff resources is encouraged to minimize the duplication of effort, minimize costs, and draw upon the experience and expertise of members to promote and strengthen local capability to develop area wide cooperation and continuity.
- D. The identification and determination of locally perceived issues, problems, and priorities requiring concerted coordinated action of a multi-jurisdictional nature.
- E. The development and implementation of area wide goals, policies, and programs which provide for and enhance the individual and collective planning and development programs of member entities and the ACOG area.
- F. To assist member entities with direct professional and technical services when requested and authorized, when such activities are compatible with ACOG's adopted work program and adequate resources are available.
- G. To function as an Area Wide Coordinating Organization and as a regional clearinghouse for Federal or State Funds or Projects that are required by State or Federal Law or regulations to proceed through some formal review by an organization like ACOG and by virtue of initial certification and maintenance of a continuing, viable program of necessary area wide coordinating activities.
- H. To perform any such other functions as the Board of Directors shall deem appropriate for ACOG. This shall include action by the Board of Directors on behalf of all or part of the

membership to negotiate and consummate contractual agreements of mutual interest to concerned federal, state, and local governments.

- I. To permit local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities.
- J. To provide a practical and organized means by which the public agencies within the ACOG area may cooperate and coordinate their activities as set forth herein to achieve maximum benefits and results.
- K. To provide means and services for coordinating the individual and inter-governmental activities of and within the public agencies for the betterment of the ACOG area.
- L. As approved by the Board of Directors, to prepare and develop an overall area wide comprehensive development program, and revisions and updating thereof, for long range growth, which programs include, but are not limited to, adequate land use, housing, open space, public utilities, transportation, and economic planning, and contain specific programs for district cooperation, self-help initiatives, and the strategic investment of public resources, both financial and human.
- M. To coordinate a program for planning and development to improve the physical, economic, social, and environmental conditions in the region.
- N. To carry out such research, planning, and advisory functions as are required by the Board of Directors.
- O. To render such non-financial assistance to its member governmental units as is within the scope and range of its activities and purposes.
- P. To facilitate cooperation and coordination of activities with Federal and State Agencies, as well as Regional Partners, having responsibility for planning and developing natural, human, and physical resources of the region, as well as planning, legislative, or executive authorities of neighboring states, regions, counties, or municipalities.



### SECTION III: BOARD OF DIRECTORS

The Board of Directors shall be the governing board of ACOG. A quorum as per Section IV (D) of the Board of Directors shall be solely responsible for the specific policies of ACOG and for the administration of all its funds. It shall have the power to administer all funds and property of ACOG as it deems necessary or appropriate. The Board of Directors of ACOG shall have the power to promulgate and adopt any such Bylaws as deemed appropriate. It shall have the sole power to employ the Executive Director. The Board shall have the authority to rent and/or purchase real property for ACOG staff operations, and purchase such services, equipment and/or supplies as may be deemed necessary to conduct the business of ACOG in accordance with the organization's adopted Procurement Policy.

### SECTION IV: FINANCING OF THE ORGANIZATION

The financing of the joint undertaking contemplated by this Agreement and the organization created thereby shall be accomplished in the following manner:

- A. The financing of the ACOG basic assessment shall be in direct proportion to the total weighted vote of each Director on the Board of Directors, in accordance with Section I. Assessments for other activities shall be determined by the Board of Directors.
- B. All financing shall be as follows: The budget shall include the required amount of funds needed to operate ACOG for one (1) fiscal year. This amount shall be financed as provided above.
- C. In April of each year prior to budget and assessment schedule recommendations, the ACOG staff will submit to the Board of Directors for its adoption, an estimate of population of Sub-State Planning Region 8 and the members of ACOG therein and members adjacent to the region, which shall serve, when adopted, as the determination of population for representation and assessment purposes. The most recent numerical population estimates provided by the U.S. Bureau of the Census Special Count population statistics for each ACOG member shall be used by the ACOG staff in submitting population estimates for adoption. Any change in the weighted vote provisions of Section I (E) (4) hereof necessitated by the above provisions pertaining to population counts shall become effective on the immediately following July 1 of the current year.
- D. Directors representing a majority (more than 50 percent) of the total weighted vote of the Board of Directors shall constitute a meeting of the Board of Directors requiring compliance with the Oklahoma Open Meeting Act. Directors representing a majority of the total weighted votes of the Board of Directors and representing a minimum of six (6) member entities present shall constitute a quorum necessary for transaction of business.
- E. In transacting the business of the Board of Directors, all questions must receive a minimum vote of more than 50 percent of the total weighted vote representing six (6) entities or more of the Board of Directors to pass.
- F. All official votes cast in the conduct of the business of the Board of Directors shall be subject to roll call vote on the request of any Director.
- G. The Board of Directors shall elect a Chair, Vice-Chair and Secretary/Treasurer. The officers of the Board of Directors shall be elected at the regular May meeting of each year. Such officers shall hold office for one-year terms, or until their successors shall be elected and qualified. No officer may succeed himself/herself in more than one consecutive term.
- H. The Board shall delegate to ACOG the responsibility of keeping correct and complete books and records of accounts, and meeting minutes of the Board of Directors at the principal office of the organization.
- I. The Board of Directors shall employ an Executive Director to direct report to the Board of Directors, who shall serve at the pleasure of the Board. The Executive Director's compensation shall be approved by the Board of Directors.

- J. The Board of Directors shall be responsible for the review, approval, and adoption of regional plans, programs, and initiatives, and of all ACOG policy documents, including but not limited to an annual budget and work plan, strategic/implementation plans, annual work programs, annual independent audit, and personnel policies.
- K. The Board Chair shall establish standing and ad hoc policy and administrative, management, and technical advisory committees as he/she deems necessary and helpful to the exercise of its responsibilities under this Agreement. These committees shall include but are not limited to the Executive Committee, Nomination Committee, Budget Committee, Building Review Committee, and the Agreement & Bylaws Committee.
- L. The Chair shall also create and appoint Directors to sub-committees, as needed.
- M. Should a vacancy occur in the members of the Board of Directors, a successor shall be selected by the original appointing authority or authorities.
- N. All Directors of the Board of Directors shall serve without compensation but may be reimbursed for actual expenses incurred in the performance of their official duties upon the approval of such expenses by the Board of Directors.
- O. The Board of Directors, solely, is through ACOG empowered to receive and expend all grants, gifts, and bequests, specifically including Federal and State funds and other funds available for the purposes for which this organization exists, and to contract with the United States, State of Oklahoma, and all other legal entities with respect thereto.
- P. Dues are assessed and payable July 1 each year. Voting privileges are forfeited upon nonpayment of dues within 120 days of July 1.

## SECTION V: MEETINGS OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall meet monthly, except for the month of July. Written notice of all regular monthly meetings shall be in compliance with the requirements of the Oklahoma Open Meeting Act and provided to each voting member. An agenda shall be required for such meetings. All meetings of the Board of Directors shall be held at the principal ACOG office or at other locations, if deemed necessary, within the ACOG region.
- B. Special meetings of the Board shall be called by the Chair with notice in compliance with the requirements of the Oklahoma Open Meeting Act and delivered as written notice to all voting members. Special meetings shall be called by the Chair upon written demand of five (5) Board members. Only the specific item(s) of business specified in the notice for special meetings shall be conducted at such meeting. Such meetings shall be held at the principal ACOG office or at other locations, if deemed necessary, within the ACOG region.
- C. All meetings of the Board of Directors of ACOG shall be conducted in compliance with applicable State Law.

## SECTION VI: NOTICES

Whenever any notice is required to be given under the provisions of the Agreement to any member, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

## **SECTION VII: EXECUTIVE DIRECTOR**

The Executive Director shall be the Chief Administrative Officer of ACOG. The powers and duties of the Executive Director are:

- A.** To appoint, supervise, and remove all employees of ACOG.
- B.** Annually to prepare and present a proposed budget and work plan to the Board of Directors and to administer an approved budget and work plan, subject to dictates and powers of the Board of Directors thereof.
- C.** Authorized to sign and execute contracts on behalf of ACOG in accordance with the adopted Procurement Policy.
- D.** Acts for and represents the Board of Directors in all ACOG public engagements and media requests and shall direct day-to-day operations for the agency.
- E.** To perform such other additional duties as the Board of Directors may require.

## **SECTION VIII: AMENDMENT OF AGREEMENT**

This Agreement may be altered, amended, or otherwise modified upon a vote representing more than 50 percent of the total weighted vote of a quorum of the Board of Directors representing a minimum of six (6) entities or more present, at any meeting, provided that such amendment, alteration, or modification shall have to be ratified by a majority of the member governments, and approved by the Attorney General prior to becoming effective.

## **SECTION IX: DISSOLUTION**

- A.** Dissolution of ACOG shall be affected upon a vote representing more than 50 percent of the total weighted vote of a quorum of the Board of Directors representing a minimum of six (6) entities or more present, provided that such action shall be ratified by a majority of the member governments and approved by the Attorney General prior to becoming effective.
- B.** Upon dissolution or final liquidation of the ACOG, after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets, if any, of ACOG shall be distributed to the members in the same proportion to which each member contributed to the form of dues, assessments to the overall cost of the operations of the ACOG during the fiscal year of such dissolution or final liquidation.

## **SECTION X: WITHDRAWAL OF MEMBERSHIP**

Any member may withdraw from the Association by passage of a resolution of its elected governing body terminating its membership under the inter-local agreement establishing ACOG.

## **SECTION XI: EXECUTION**

This Agreement may be executed in multiple counterparts by each unit of local government party hereto, and each such copy shall be executed by the chief elected executive officer of each such member unit of local government, attested and sealed by the clerk thereof, pursuant to the proper adoption and execution of a Resolution of the governing board of the respective units of local government, to which a copy of this Agreement is affixed and of which it forms a part, and all such multiple counterparts shall together be considered as one and the same Agreement.

## **SECTION XII: EFFECTIVE DATE**

This Agreement shall become effective and final upon approval of the Attorney General of Oklahoma, and other appropriate officials with statutory or constitutional powers over this Agreement and shall remain in full force and effect until the organization is dissolved under the provisions of Section IX or terminated as herein provided.

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# **APPENDIX 2: ACOG BYLAWS (2025)**

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# BYLAWS OF THE ACOG BOARD OF DIRECTORS (BOD)

**APPROVED:**  
APRIL 24, 2025



# **BYLAWS OF THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS**

ARTICLE I. ORGANIZATION AND PURPOSE

ARTICLE II. MEMBERSHIP

ARTICLE III. BOARD OF DIRECTORS

ARTICLE IV. OFFICERS

ARTICLE V. COMMITTEES

ARTICLE VI. MEETINGS

ARTICLE VII. PARLIAMENTARY AUTHORITY

ARTICLE VIII. AMENDMENTS

ARTICLE IX. FISCAL ADMINISTRATION

ARTICLE X. RECORDS AND TRANSPARENCY

## **ARTICLE I: ORGANIZATION AND PURPOSE**

### **1.1 ORGANIZATION**

The Association of Central Oklahoma Governments (ACOG) is a voluntary association of local governments and organizations that was created on June 26, 1966, by mutual agreement under the authority provided by the State enabling legislation known as the Inter-Local Cooperation Act (Title 74 O.S. 1971, Sections 1001-1008). ACOG was delineated as Sub-State Planning Region 8 as established pursuant to Governor's Executive Order of May 21, 1971. The ACOG region comprises Canadian, Cleveland, Logan, and Oklahoma Counties and the cities and towns located therein.

### **1.2 PURPOSE**

Per the Amended Agreement Creating the Association of Central Oklahoma Governments, the ACOG Board of Directors (Board) shall serve as the ACOG policy-making body and govern the operations, strategic direction, and fiscal management of the organization. As stipulated in the Amended Agreement, the Board shall also have the power to promulgate and adopt Bylaws as hereby presented in this document.

## **ARTICLE II: MEMBERSHIP**

### **2.1 ELIGIBILITY**

Membership is open to general-purpose local governments located within the ACOG region, which includes Canadian, Cleveland, Logan, and Oklahoma Counties, local governments that are adjacent to, or border one of the four counties, are also eligible for membership in ACOG with Board approval.

### **2.2 JOINING PROCESS AND REPRESENTATION**

A local government may join ACOG by passage of an ordinance, resolution or otherwise, pursuant to law of the governing body of the local government seeking membership and signing of the Amended Agreement.

Each respective local government in the ACOG region, and adjacent thereto if approved by the Board, shall select an elected official as its designated voting member to the Board. They shall select at least one (1) elected official as an alternate member by the same process. The alternate member may serve in the absence of the regular selected



representative and have all the voting privileges and rights of the regular selected representative, and such a representative shall be a member of the Board of Directors.

The Executive Director or his/her staff designee shall be notified by the ACOG Designation Form sent by email or hand-delivered with the following information of the member government's designee and alternate(s):

- Name of the ACOG member government
- Name(s) and title(s) of the designated director and alternate(s) being appointed by the member government
- Employing agency/company of the designee and alternate(s)
- Contact information for the designee and alternate(s)

### **2.3 MEMBERSHIP STATUS**

Members are considered in good standing based upon payment of annual dues and attendance at scheduled meetings and events. Dues shall be assessed as outlined in the annual budget. Dues are assessed and payable July 1 of each year. Voting privileges are forfeited upon nonpayment of dues within 120 days of July 1 of each year.

## **ARTICLE III: BOARD OF DIRECTORS**

### **3.1 AUTHORITY AND RESPONSIBILITIES**

The Board of Directors shall be the governing board of ACOG. A quorum as per Section 6.3 (A) of the Board of Directors shall be solely responsible for the specific policies of ACOG. It shall have the power to administer all funds and property of ACOG as it deems necessary or appropriate.

The Board of Directors shall be responsible for the review, approval, and adoption of regional plans, programs, and initiatives, and of all ACOG policy documents, including but not limited to an annual budget and work plan, strategic/implementation plans, annual work programs, annual independent audit, and personnel policies.

The Board shall have the authority to rent and/or purchase real property for ACOG staff operations, and purchase such services, equipment and/or supplies as may be deemed necessary to conduct the business of ACOG in accordance with the organization's adopted Procurement Policy.

The Board shall have the sole power to employ the Executive Director, who shall serve as the Chief Administrative Officer of ACOG. The Executive Director shall directly report to the Board of Directors and shall serve at the pleasure of the Board. The Executive Director's compensation shall be approved by the Board.

### **3.2 COMPOSITION AND WEIGHTED VOTE**

Each member on the Board of Directors shall be designated as a "Director" and as such shall have all the attributes of a Director as stated in Section IV of the Amended Agreement.

The Board of Directors shall be selected as follows:

- a. The Governing Board of each county that is a member of ACOG shall select one (1) member from the Board of County Commissioners who shall be designated as a Director.
- b. The Governing Board of each member unit of local government shall select one (1) member from the respective Governing Board who shall be designated as a Director.

#### **Associate Membership:**

All other entities that fall outside of the category of local government but are within the

definition of Public Agency as defined by the Interlocal Cooperation Act, Title 74 O.S. (1971) § 1001 - 1008a, shall be eligible for "Associate Membership" status in ACOG.

#### **Weighted Vote of Board of Directors:**

Each Director representing a county member shall have two (2) votes for purposes of weighted voting.

Except as provided above, each Director shall have a weighted vote in accordance with the following schedule:

- a. Each Director representing a total population of less than 75,000 shall have one (1) vote for each 2,500 population or fraction thereof.
- b. Each Director representing a total population of more than 75,000 shall have the votes provided in (i) above for the first 75,000 population and one (1) additional vote for each additional 7,000 population therein or fraction thereof.

### **ARTICLE IV: OFFICERS**

The Board of Directors shall elect a Chair, Vice-Chair, and Secretary/Treasurer.

#### **4.1 ELECTION AND TERM**

The officers of the Board of Directors shall be elected at the regular May meeting of each year. Such officers shall hold office for one-year terms, or until their successors shall be elected and qualified. No officer may succeed himself/herself in more than one consecutive term (two years total). Terms begin July 1 and end June 30 of each year.

#### **4.2 OFFICER DUTIES**

- a. The Chair shall:
  - Preside over meetings and perform other duties appropriate to such an office.
  - Represent the Board publicly.
  - Appoint committees and sub-committees as necessary to fulfill the roles and responsibilities of the Board of Directors. Appoint the Chairs of all committees and sub-committees.
  - Serve as an official signatory of Board meeting minutes, financial claims, ACOG checks, and other legal/financial documents that may be required.
- b. The Vice-Chair shall:
  - Assume the Chair's duties when absent.
  - Serve as an official signatory of Board meeting minutes, financial claims, ACOG checks, and other legal/financial documents that may be required.
- c. Secretary/Treasurer shall:
  - Assume the Chair's duties when the Chair and Vice-Chair are absent.
  - Serve as an official signatory of Board meeting minutes, financial claims, ACOG checks, and other legal/financial documents that may be required.

On occasion, the officers of the Board may be requested to serve on other committees or sub-committees pertaining to ACOG.

#### **4.3 VACANCIES AND REMOVAL**

In the event of vacancy, succession follows: Vice-Chair → Chair; Secretary/Treasurer → Vice-Chair. The Board may fill any remaining vacancy by majority vote per the presiding

Chair's nomination of a Board Director for the open position. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office and until his or her successor is elected and qualified.

An officer may be removed for cause at any time by the action of the Board. An affirmative vote of more than sixty percent (60%) of the total weighted vote representing seven (7) or more members is required.

## **ARTICLE V: COMMITTEES**

### **5.1 EXECUTIVE COMMITTEE**

The Executive Committee is a standing committee comprised of the current officers of the ACOG Board, 911 ACOG Board, ACOG MPO Policy Committee and the Garber-Wellington Association Policy Committee. The ACOG Board Chair shall serve as Chair of the Executive Committee.

The Executive Committee shall:

- a. Monitor, review, and make recommendations to the Board on critical matters concerning the organization as presented to the Committee by the Executive Director.
- b. Conduct the Executive Director's annual performance and compensation review and forward a recommendation to the Board of Directors.
- c. Serve as the ACOG Budget Committee for the purpose of reviewing the Executive Director's proposed annual budget and workplan for each fiscal year. The Committee will convene for at least two meetings in May/June and shall make a final recommendation to the Board for their consideration.
- d. Coordinate the application and interview process on behalf of the Board in the selection of an Executive Director. The Committee shall forward its candidate recommendation to the Board for their review and approval.
- e. Address any other item referred to it by the Board.

### **5.2 OTHER COMMITTEES**

The Chair may form standing committees and ad hoc policy and administrative, management, and technical advisory committees as he/she deems necessary and helpful to exercise the Board's responsibilities under the Amended Agreement. These committees shall include, but are not limited to, the Nomination Committee, Budget Committee, Building Review Committee, and the Agreement & Bylaws Committee. The Chair may also create and appoint Directors to sub-committees. The Chair shall appoint the Chairs of all committees and sub-committees.

## **ARTICLE VI: MEETINGS**

### **6.1 REGULAR MEETINGS**

The Board of Directors shall meet monthly, except for the month of July. Written notice of all regular monthly meetings shall be in compliance with the requirements of the Oklahoma Open Meeting Act and provided to each voting member. An agenda shall be required for such meetings. All meetings of the Board of Directors shall be held at the principal ACOG office, or at other locations, if deemed necessary, within the ACOG region. Special and regular meeting notices will be posted in the lobby of the principal office, or if not at the principal office, at the location of the meeting, in compliance with the requirements of the Oklahoma Open Meeting Act.

All meetings of the Board shall be open to the public and shall be conducted in compliance with applicable State Law. The Chair presiding over any meeting may call the Board into

Executive Session to deal with matters relating to legal, personnel, real estate negotiations, or other matters that are applicable for Executive Session pursuant to the Oklahoma Open Meeting Act.

## **6.2 SPECIAL MEETINGS**

Special meetings of the Board may be called by the Chair with notice in compliance with the requirements of the Oklahoma Open Meeting Act and delivered as written notice to all voting members. Special meetings shall be called by the Chair upon the written demand of five (5) Board members. Only the specific items of business specified in the notice for special meetings shall be conducted at such a meeting. Such meetings shall be held at the principal ACOG office or at other locations, if deemed necessary, within the ACOG region.

## **6.3 EMERGENCY MEETINGS**

In the event of an emergency, an emergency meeting of the Board of Directors of ACOG may be held without the public notice required by the Oklahoma Public Meeting Act. Should an emergency meeting be necessary, the acting Chair calling such a meeting in coordination with the Executive Director shall give as much advance public notice prior as is reasonable and possible under the circumstances existing, in person or by telephone or electronic means.

## **6.4 QUORUM AND VOTING**

- a. Directors representing a majority (more than 50 percent) of the total weighted vote of the Board of Directors shall constitute a meeting of the Board of Directors requiring compliance with the Oklahoma Open Meeting Act. Directors representing a majority of the total weighted votes of the Board of Directors and representing a minimum of six (6) member entities present shall constitute a quorum necessary for the transaction of business.
- b. In transacting the business of the Board of Directors, all questions must receive a minimum vote of more than 50 percent of the total weighted vote representing six (6) entities or more of the Board of Directors to pass.
- c. All official votes cast in the conduct of the business of the Board of Directors shall be subject to roll call vote on the request of any Director.
- d. Should a vacancy occur with the members of the Board of Directors, a successor shall be selected by the original appointing jurisdiction or organization. Representatives serve at the pleasure of their appointing jurisdiction or organization.
- e. All Directors of the Board shall serve without compensation but may be reimbursed for actual expenses incurred in the performance of their official duties upon the approval of such expenses by the Board of Directors.
- f. The Board of Directors, solely, is through ACOG empowered to receive and expend all grants, gifts, and bequests, specifically including federal and state funds and other funds available for the purposes for which this organization exists, and to contract with the United States, State of Oklahoma, and all other legal entities with respect thereto.

## **ARTICLE VII: PARLIAMENTARY AUTHORITY**

All meetings shall be governed by the most recent edition of Robert's Rules of Order, provided they do not conflict with the Oklahoma Open Meeting Act or these Bylaws.

## ARTICLE VIII: AMENDMENTS

- 8.1 The adoption, amendment, or repeal of Bylaws and subsequent changes require an affirmative vote of more than fifty percent (50%) of the total weighted vote representing six (6) or more members.
- 8.2 Amendments to the Bylaws may be presented at any regularly scheduled meeting of the Board. A copy of the proposed change in the Bylaws shall be emailed to board members and ACOG staff at least fourteen (14) days prior to the meeting at which the vote will occur.

## ARTICLE IX: FISCAL ADMINISTRATION

### 9.1 FISCAL YEAR

The fiscal year begins July 1 and ends June 30.

### 9.2 BUDGET AND DUES

An annual budget and membership dues schedule shall be adopted prior to July 1 of each year.

### 9.3 AUDIT

An independent audit shall be conducted annually and presented to the Board.

## ARTICLE X: RECORDS AND TRANSPARENCY

The Board shall delegate to ACOG staff the responsibility of keeping correct and complete books and records of accounts, and meeting minutes of the Board of Directors at the principal office of the organization, open to inspection per the Oklahoma Open Records Act.

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# **APPENDIX 3: AGREEMENT CREATING 911 ACOG (AMENDED 2022)**

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ASSOCIATION OF  
CENTRAL OKLAHOMA  
GOVERNMENTS



# 911 ACOG AGREEMENT



1988 AGREEMENT  
AMENDED  
JANUARY 2022

Association of Central Oklahoma Governments

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | [acogok.org](http://acogok.org)

# AGREEMENT CREATING THE 911 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

## AMENDED

Whereas, the Interlocal Cooperation Act, 74 O.S. 1981, Section 1001, and following, authorizes public agencies to enter into agreements to jointly act to exercise any powers and authority conferred upon them; and

Whereas, the Nine-One-One Emergency Number Act, 63 O.S. Supp. 1986, Section 2811, and following; authorizes the establishment of the 911 primary emergency telephone number, and encourages units of local government and combinations or associations of such units to develop and improve emergency communication procedures and facilities utilizing the 911 emergency telephone number; and

Whereas, pursuant to said authority, it is the purpose and desire of the undersigned public agencies, the Association of Central Oklahoma Governments and emergency and telephone service providers to create an association to enable said agencies to more efficiently use their powers by cooperating with each other on a basis of mutual advantage and thereby provide such emergency communication procedures and facilities for all residents of the cities, towns and counties located in the ACOG central Oklahoma area.

Now, therefore, the 911 Association of Central Oklahoma Governments is hereby created as hereinafter provided.

## SECTION I: DURATION OF AGREEMENT

The duration of this agreement is contemplated to begin upon execution of this Agreement by any two or more signatories hereto, and to continue through the three year term of the initial 911 emergency telephone system levy to be authorized at public elections, and thereafter, without further act of the parties, during the term of any subsequent levy, so long as any two or more parties continue with such 911 telephone system.

## SECTION II: ORGANIZATION

There is hereby created a legal and administrative entity separate and apart from the signatory parties hereto, which shall owe its existence to this agreement. Said entity shall be known as the "911 Association of Central Oklahoma Governments" and referred to as the 911 Association, or 911 ACOG.

- A. The 911 Association is a voluntary association with membership open to all units of general-purpose local government within the ACOG region and adjacent counties in Central Oklahoma who have authorized implementation of 911 emergency telephone service.
- B. (1) Membership. Units of local government may join the 911 Association by passage of an ordinance, resolution or otherwise pursuant to law of the governing body seeking membership, upon signing this Agreement. Such signatories shall be designated as members. Each member shall select its voting board member of the 911 Association, along with not more than two alternates. Such designees shall be members of the governing board of the member. Such appointment shall be in writing, duly authorized, and executed by the appropriate official(s) of the appointing member.
- (2) Board of Directors. The Board of Directors shall consist of one member of each governing board of each member public agency, designated as aforesaid.
- (3) Ex Officio members. Other emergency and telephone service providers may have a designee to the Board on an ex officio basis, as determined by the Board.

(4) Weighted voting. Each director shall have a weighted vote in accordance with the following schedule:

(a) each Director representing a total population of less than 75,000 shall have one (1) vote for each 2,500 population or fraction thereof.

(b) each Director representing a total population of more than 75,000 shall have the votes as provided in (a) above for the first 75,000 population and one (1) additional vote for each additional 7,000 population thereof.

The weighted voting calculation for the 911 ACOG Board members will be based on the ESRI Community Analyst population numbers, annually, or another reputable company that calculates PSAP/small geography population estimates. Each year, prior to adoption of the annual budget, ACOG staff will provide the population estimates to the Board for its adoption. Any change in the weighted vote shall become effective at the beginning of the fiscal year, July 1.

### SECTION III: FUNCTIONS AND PURPOSES

- A. The 911 Association is organized to implement and administer on behalf of the public and the members the 911 emergency telephone service authorized and contemplated by the Nine-One-One Emergency Number Act. Section 2818 of which provides in part that any governing body of a public agency may contact "with any association or corporation for the administration of nine-one-one emergency telephone service as provided by law."
- B. To accomplish on behalf of the members the maximum utilization of resources available for the emergency telephone system, to the end that the greatest economies of scale and efficiency of operation will result in the best system for all members, with the least cost to the public taxpayers
- C. To ensure that the integrity and separate control of the local public safety communication systems of the respective members is maintained, while effective area wide emergency telephone service is provided.
- D. To administer the planning, design, ordering, installation and operation on behalf of the members of the procedures, equipment and facilities of every sort pertaining to the 911 emergency telephone system. To establish, develop and maintain the required database for the system on behalf of the members. To administer and monitor the receipt and dispersal of such portions of the taxes levied for the system as is required and determined by the Members. To administer contracts and audits as required or desired by the members of the system functions and funds.

### SECTION IV: FINANCING OF THE 911 ASSOCIATION

The levy provided for by the aforesaid Act shall be collected by the respective telephone companies and remitted to each respective member as provided for by said Act; the required and appropriate portion of such levy funds shall be disbursed by each member to the 911 Association monthly sufficient to fulfill the respective portion of each member's obligations for contractual, administrative, equipment and service and other obligations of the 911 system as required by contracts and agreements hereinafter entered into by the respective members pertaining to the 911 system. The appropriate and agreed upon portion of such levy funds determined by such agreements to be necessary for 911 system purposes shall be utilized by the 911 Association solely for such lawful purposes.

### SECTION V: BOARD OF DIRECTORS

The Board of Directors shall be the governing board of the 911 Association. A quorum of the Board shall be empowered to implement the policies and procedures of the 911 Association, and for the administration of its staff and property.

- A. Directors representing more than 50% of the total weighted votes of the Board and representing ten or more members shall constitute a quorum for the transaction of business. Therefore, any

changes to the weighted vote will change the required quorum. To pass, all questions must receive more than 50% of the total weighted vote representing six or more members. All votes shall be subject to roll call upon request by any Director.

- B. The Board shall elect a Chairperson, Vice-Chair and Secretary-Treasurer at the regular scheduled monthly board meeting in May of each year. Such officers shall hold office for one year, or until their successors are elected and qualified. No officer shall succeed more than one consecutive term of office.
- C. The Board shall hold its meetings and keep its books and records at such place as it shall determine.
- D. The Board shall appoint, designate, and remove the Executive Director, and determine any salary or other benefits for such position. It is contemplated that the Executive Director of the Association of Central Oklahoma Governments shall act as the Executive Director of the 911 Association.
- E. The Board shall govern the activities of the 911 Association, and shall adopt by-laws, policies, and procedures, as it deems appropriate. The Board shall enter into such contracts and agreements as it determines are necessary or desirable for the operation of the system contemplated hereby, shall arrange for such employees, office space and acquire by lease or purchase such facilities, equipment and or supplies as it determines is necessary to conduct the business of the 911 Association.

## SECTION VI: MEETINGS OF BOARD OF DIRECTORS

- A. The Board of Directors shall meet monthly, with the exception of the month of July. Written notice of all regular monthly meetings shall be in compliance with the requirements of the Oklahoma Open Meeting Act and provided to each voting member. An agenda shall be required for such meetings. All meetings of the Board of Directors shall be held at the principal ACOG office or at other locations, if deemed necessary, within the ACOG region.
- B. Special meetings of the Board may be called by the Chairperson with notice in compliance with the requirements of the Oklahoma Open Meeting Act and delivered as written notice to all voting members. Special meetings shall be called by the Chairperson upon written demand of five (5) Directors. Only the specific item(s) of business specified in the notice for special meetings shall be conducted at such meeting. Such meetings shall be held at the principal ACOG office or at other locations, if deemed necessary, within the ACOG region.
- C. All meetings of the Board shall be conducted in compliance with applicable State law. To the extent feasible, meetings shall be held on the respective dates and at times convenient for attendance at ACOG Board meetings.

## SECTION VII: EXECUTIVE DIRECTOR

The Executive Director shall be the chief administrative officer of the 911 Association. The Executive Director shall:

- A. Appoint and remove all employees of the 911 Association.
- B. Annually prepare and present to the Board a proposed budget for consideration for approval by the Board.
- C. To perform such other or additional duties as may be required by the Board.

## SECTION VIII: DISSOLUTION OR TERMINATION

Dissolution or termination of the 911 Association shall be effective upon a vote to such effect by a majority exceeding 50% of the total weighted vote of a quorum of the Board representing six members or more.

Upon a vote to dissolve or terminate the 911 Association, arrangements to cease all services by the 911 Association shall begin promptly, together with making provision for sale of all property and discharge or satisfaction of all outstanding obligations and liabilities of the 911 Association; the remaining assets, if any, shall be distributed to the members in the same proportion as the respective contributions by each member to the 911 Association during the final fiscal year of such dissolution or termination.

## **SECTION IX: WITHDRAWAL OF MEMBERSHIP**

Any member may withdraw from the Association by passage of a resolution or ordinance of its governing body terminating its membership in the 911 Association; provided, such withdrawing member shall be obligated to undertake and accomplish the withdrawal in a manner which will at least disturb or disrupt the ongoing operation of the 911 emergency telephone system remaining, particularly with regard to winding up its part of the 911 system affairs, through final accounting and settling-up of its obligations, liabilities and return of its 9-1-1 Call Handling Equipment to ACOG.

## **SECTION X: AMENDMENT OF AGREEMENT**

This Agreement may be altered, amended or otherwise modified pursuant to a majority vote of a quorum of the Board, provided that such amendment, alteration or modification shall be ratified by a majority of the then members and approved by the Attorney General prior to its becoming effective.

## **SECTION XI: EFFECTIVE DATE**

This Agreement shall become effective after execution by any two or more members, but only upon approval by the Oklahoma Attorney General, and shall thereafter remain in full force and effect until the 911 Association is dissolved or terminated as provided in Section VIII.

## **SECTION XII: EXECUTION**

This Agreement may be executed in multiple counterparts by the respective signatories hereto, and each such respective copy shall be executed by the chief elected executive officer of such signatory public agency, attested and sealed by the clerk thereof pursuant to a duly adopted ordinance or resolution of the governing board of such public agency authorizing the same; provided that counterparts to be executed by non-public agency signatories shall be executed by the appropriate executive officer, attested and sealed, if customary, pursuant to lawful authority of such signatory, and all such counterparts shall together be considered as one and the same Agreement.

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# **APPENDIX 4: 911 ACOG BYLAWS (2021)**

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ASSOCIATION OF  
CENTRAL OKLAHOMA  
GOVERNMENTS



# 911 ACOG BOARD OF DIRECTORS



## BYLAWS

JUNE 24, 2021

Association of Central Oklahoma Governments

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | [acogok.org](http://acogok.org)

# BYLAWS FOR 911 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS

## MISSION STATEMENT OF THE 911 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS

The 911 Association of Central Oklahoma Governments (ACOG) Board of Directors (BOD) provides policy guidance and oversight for the 911 ACOG emergency telephone system to ensure that a high quality, reliable single number telephone system is available throughout the entire service area, which meets the needs of emergency response agencies and the public and is financed equitably by participating member governments.

The 911 ACOG BOD provides policy guidance and oversight for the regional interoperability systems and interoperability planning that serves all first responders to ensure that a high quality, reliable method of interoperable communications is available throughout the entire service area, which meets the needs of and is financed equitably among participating emergency response agencies.

## ARTICLE 1: OFFICE

The principal office of the 911 ACOG BOD is located at 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma. The location of such principal office may be changed at the discretion of ACOG and the 911 ACOG BOD. ACOG and the 911 ACOG BOD may maintain additional offices from time-to-time, to conduct the affairs of the 911 ACOG BOD.

## ARTICLE 2: NUMBER AND QUALIFICATIONS OF MEMBERSHIP

The 911 ACOG BOD shall be representative of the cities and counties participating in the regional 911 system. In accordance with *Article 8: Amendments to the Bylaws*, the membership of the BOD may be changed if the member governments participating in the regional 911 system expands through full membership. The membership of the 911 ACOG BOD is provided in *Addendum A: 911 ACOG Board of Directors Membership*.

With membership open to all units of general-purpose government within the four-county ACOG region and adjacent counties in Central Oklahoma who have authorized implementation of 911 emergency telephone service, the number of persons serving on the 911 ACOG BOD is subject to change based on the addition or withdrawal of local government membership. *Addendum A: 911 ACOG Board of Directors Membership* will be revised annually (if needed) by ACOG staff to reflect the current membership.

Each director of the 911 ACOG BOD has an alternate who can represent them when they cannot attend regular meetings. Any 911 ACOG BOD alternate may attend in place of that jurisdiction's designee and participate in discussions of the 911 ACOG BOD in the same manner as the designated director, but an alternate of a voting director shall vote only when the director for whom he or she is an alternate is physically absent or cannot vote due to a conflict of interest. The ACOG Executive Director or his or her staff designee shall be notified per the ACOG Designation Form sent by email or hand-delivered with the following information of the member government's designee and alternate(s):

- Name of the 911 ACOG member government
- Name(s) and title(s) of the designated director and alternate(s) being appointed by the member government
- Employing agency of the designee and alternate(s)

- Contact information for the designee and alternate(s)

## ARTICLE 3: OFFICERS

### CHAIR, VICE-CHAIR, AND SECRETARY/TREASURER

1. The officers for the 911 ACOG BOD shall consist of a chair, a vice-chair, and a secretary/treasurer, who shall be members of the Board.
2. The appointed chair shall preside at all meetings of the BOD and perform other duties appropriate to such an office. The chair may have the vice-chair or secretary/treasurer to serve in their absence.
3. Appointed officers shall hold office for one (1) year, or until their successors are elected and qualified. Officers may be re-appointed to serve one (1) additional term. No officer shall succeed more than one (1) consecutive term of office.
4. Officers shall be appointed on an annual basis. The yearly selection of the officers will take place at the regularly scheduled May meeting of the 911 ACOG Board of Directors. The appointment of the officers shall take place to allow the term of office to commence on July 1 of each fiscal year.

### VACANCIES AND REMOVAL OF OFFICERS

1. In the event the chair resigns or is unable to serve in his or her position, the vice-chair will succeed to the office of chair and the secretary/treasurer will succeed to the office of vice-chair for the remainder of the term of office. In the event the vice-chair or secretary/treasurer resigns or is unable to serve in his or her position, the chair of the 911 ACOG BOD shall nominate a board member to fill the unexpired term of the vacancy. Any vacancy may be filled by the affirmative vote of a majority of the Directors then in office. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office and until his or her successor is elected and qualified.
2. An officer may be removed for cause at any time by action of the Board. An affirmative vote of more than sixty percent (60%) of the total weighted vote representing seven (7) or more members is required.

## ARTICLE 4: COMMITTEES

1. The chair shall appoint committees, as necessary, to fulfill the roles and responsibilities of the BOD. The chair shall appoint the chairs of any and all committees.
2. The 911 Regional Planning and Advisory Committee (RPAC), a committee of the Board composed of a representative from each public safety answer point (PSAP) in the 911 ACOG regional system shall provide technical advice to the 911 ACOG BOD. The RPAC shall meet on a quarterly basis or when needed for providing recommendations to the 911 ACOG BOD.
3. A committee of the BOD may create subcommittees, as needed.
4. On occasion, the officers of the 911 ACOG BOD may be requested to serve on other committees pertaining to the Association of Central Oklahoma Governments (ACOG).

## ARTICLE 5: MEETINGS OF THE BOARD AND COMMUNICATION

1. The 911 ACOG BOD shall meet once a month, with the exception of the month of July.
2. Written notice of all regular monthly meetings shall be in compliance with the requirements of the Oklahoma Open Meeting Act and an agenda shall be required for such meetings. All meetings of the 911 ACOG BOD shall be held at the principal office or at other locations, if deemed necessary within the ACOG region.

3. Special meetings may be called by the chair with notice in compliance with the requirements of the Oklahoma Open Meeting Act and delivered as written, electronic, or by telephone notice to all voting members. Special meetings shall be called by the chair upon written demand of five (5) directors. Only the specific item(s) of business specified in the notice for special meetings shall be conducted at such meeting. Such meetings shall be held at the principal office or at other locations if deemed necessary within the ACOG region.
4. Special and regular meeting notices will be posted in the lobby of the principal office in compliance with the requirements of the Oklahoma Open Meeting Act.

## ARTICLE 6: QUORUM AND ACTION BY THE BOARD

Directors representing more than fifty percent (50%) of the total weighted votes of the Board and representing ten (10) or more members shall constitute a quorum for the transaction of business. To pass, all questions must receive more than fifty percent (50%) of the total weighted vote representing six (6) or more members. All votes shall be subject to roll call upon request by any director.

## ARTICLE 7: PARLIAMENTARY PROCEDURES

1. All meetings shall be conducted in accordance with the latest version of Robert's Rules of Order.
2. All regular and special meetings shall be open to the public. The chair presiding over any meeting may call the 911 ACOG BOD into executive session to deal with matters relating to legal, personnel, real estate negotiations, or other matters that are applicable for executive session pursuant to the Oklahoma Open Meeting Act.

## ARTICLE 8: AMENDMENTS

1. The adoption, amendment, or repeal of bylaws and subsequent changes require an affirmative vote of more than fifty percent (50%) of the total weighted vote representing six (6) or more members.
2. Amendments to the bylaws may be presented at any regularly scheduled meeting of the BOD. A copy of the proposed change in the bylaws shall be emailed to board members and ACOG staff at least fourteen (14) days prior to the meeting at which the vote will occur.

## ARTICLE 9: MISCELLANEOUS

1. The fiscal year of the ACOG 911 BOD shall be July 1 through June 30 of each year.
2. The 911 ACOG BOD Officers shall be authorized to sign checks, drafts, or other orders for payment of money; to sign acceptances, notes, or other evidence of indebtedness; to enter into contracts; or to execute and deliver other documents and instruments.
3. The 911 ACOG BOD shall keep at its principal office, **(1)** correct and complete books and records of account, **(2)** minutes of the proceedings of the members, the BOD and any committee having any of the authority of the Board, and **(3)** a record of the names and addresses of the institutional members entitled to vote. All books and records of the 911 ACOG BOD may be inspected by any institutional member having voting rights, or his or her agent or attorney, for any proper purpose at any reasonable time.

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## ADDENDUM A:

### 911 ACOG BOARD OF DIRECTORS MEMBERSHIP

The membership of the 911 ACOG Board of Directors (BOD) includes thirty-eight (38) delegates from the following local governments:

- |                  |  |
|------------------|--|
| Four (4)         | Commissioners appointed (or their alternate) by the Counties of Canadian, Cleveland, Oklahoma, and Logan.  |
| Thirty-four (34) | Local elected officials appointed (or their alternate) by the Cities of Arcadia, Bethany, Blanchard, Cedar Valley, Choctaw, Del City, Edmond, El Reno, Forest Park, Guthrie, Harrah, Jones City, Lake Aluma, Lexington, Luther, Meridian, Midwest City, Moore, Mustang, Newcastle, Nichols Hills, Nicoma Park, Noble, Norman, Piedmont, Slaughterville, Smith Village, Spencer, The Village, Tuttle, Valley Brook, Warr Acres, Woodlawn Park, and Yukon. |

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# APPENDIX 5: ACOG SERVICE AREA & BOARD MEMBER LIST

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# APPENDIX 5: ACOG SERVICE AREA & BOARD MEMBER LIST

## ACOG SERVICE AREA





## ACOG BOARD OF DIRECTORS (BOD)

### CANADIAN COUNTY

Canadian County  
Town of Calumet  
City of El Reno  
City of Geary  
City of Mustang  
Town of Okarche  
City of Oklahoma City  
City of Piedmont  
Town of Union City  
City of Yukon

### CLEVELAND COUNTY

Cleveland County  
City of Lexington  
City of Moore  
City of Noble  
City of Norman  
City of Oklahoma City  
Town of Slaughterville

### GRADY COUNTY\*

City of Tuttle

### LOGAN COUNTY

Logan County  
Town of Cedar Valley  
City of Crescent  
City of Guthrie  
Town of Langston City  
Town of Meridian

### MCCLAIN COUNTY\*

Town of Goldsby

### OKLAHOMA COUNTY

Oklahoma County  
City of Bethany  
City of Choctaw  
City of Del City  
City of Edmond  
Town of Forest Park

City of Harrah  
Town of Jones City  
Town of Lake Aluma  
Town of Luther  
City of Midwest City  
City of Nichols Hills  
City of Nicoma Park  
City of Oklahoma City  
City of Spencer  
City of The Village  
City of Warr Acres

### POTTAWATOMIE COUNTY\*

Oklahoma City

### ASSOCIATE MEMBER:

Tinker Air Force Base

\*Grady, McClain and Pottawatomie Counties not part of ACOG BOD.

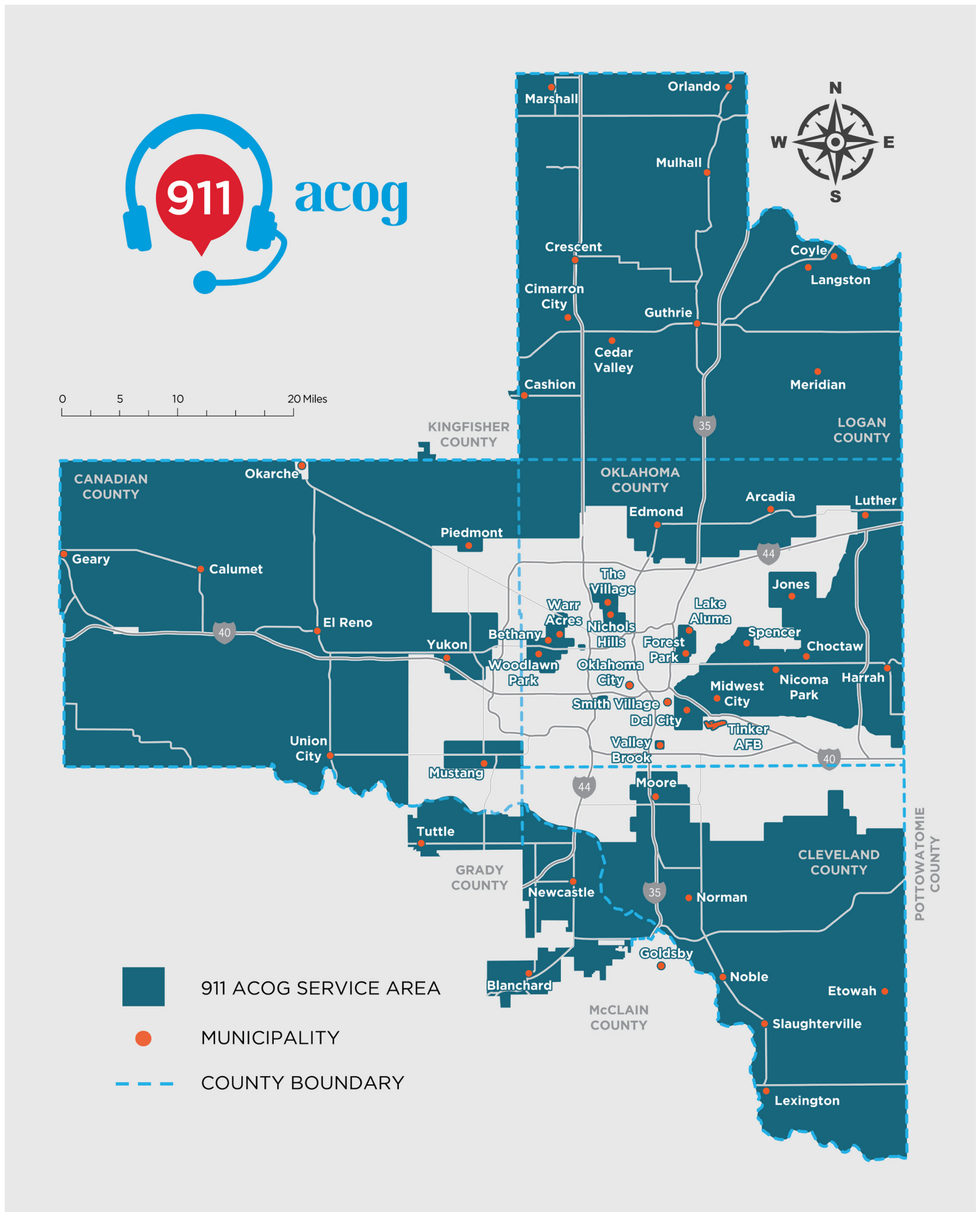
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# **APPENDIX 6: 911 ACOG SERVICE AREA & BOARD MEMBER LIST**

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# APPENDIX 6: 911 ACOG SERVICE AREA & BOARD MEMBER LIST

## 911 ACOG SERVICE AREA



## 911 ACOG BOARD OF DIRECTORS (BOD)

### CANADIAN COUNTY

Canadian County  
City of El Reno  
City of Mustang  
City of Piedmont  
City of Yukon

### CLEVELAND COUNTY

Cleveland County  
City of Lexington  
City of Moore  
City of Noble  
City of Norman  
Town of Slaughterville

### GRADY COUNTY\*

City of Blanchard  
City of Tuttle

### LOGAN COUNTY

Logan County  
City of Cedar Valley  
City of Guthrie  
Town of Meridian

### MCCLAIN COUNTY\*

City of Blanchard \*\*  
City of Newcastle

### OKLAHOMA COUNTY

Oklahoma County  
Town of Arcadia  
City of Bethany  
City of Choctaw  
City of Del City  
City of Edmond  
Town of Forest Park

City of Harrah  
Town of Jones City  
Town of Lake Aluma  
Town of Luther  
City of Midwest City  
City of Nichols Hills  
City of Nicoma Park  
Town of Smith Village  
City of Spencer  
City of The Village  
Town of Valley Brook  
City of Warr Acres  
Town of Woodlawn Park

\*Grady and McClain County not part of 911 ACOG BOD.

\*\* New member (ECC installation in progress)

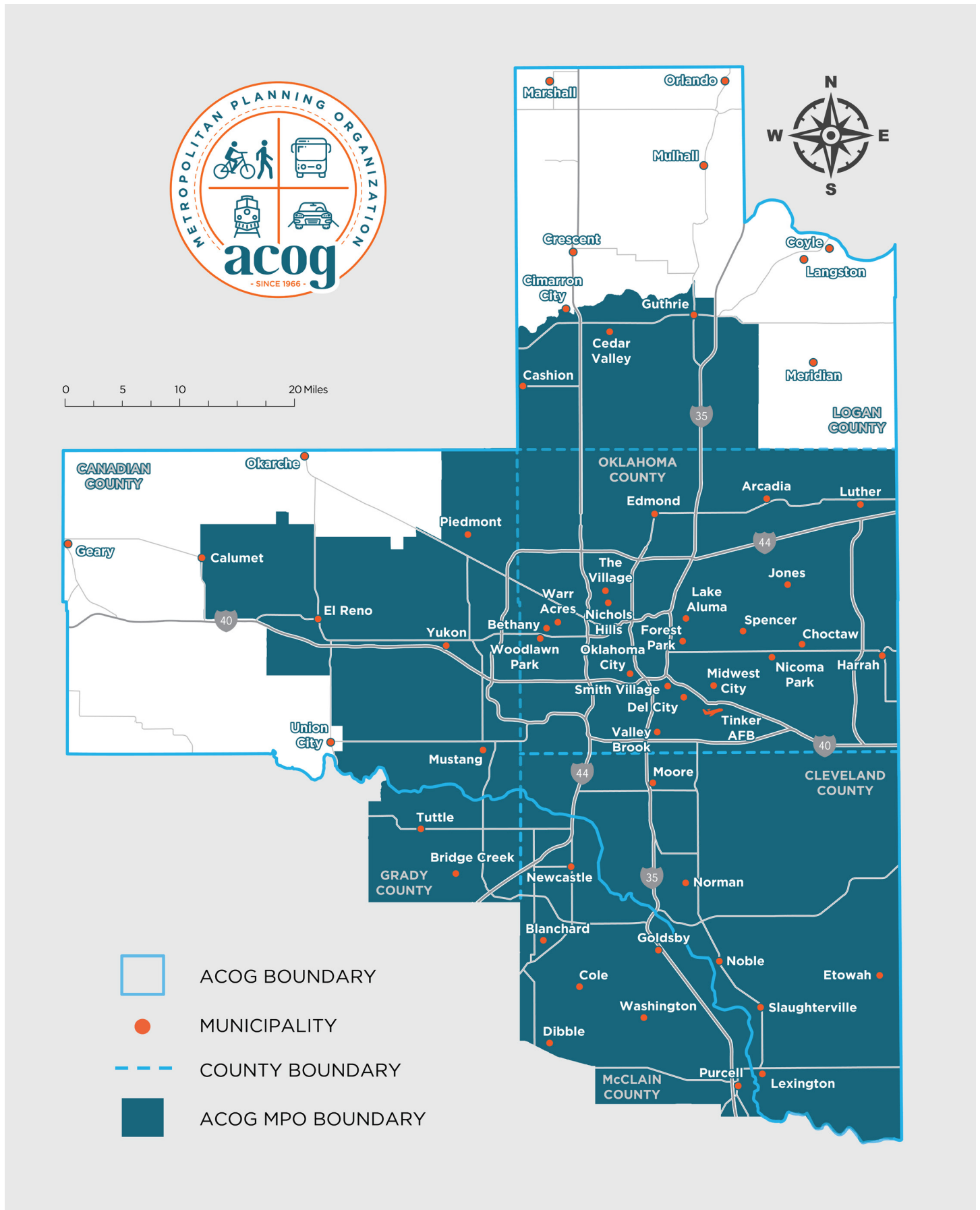
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# **APPENDIX 7: ACOG MPO BOUNDARY MAP & COMMITTEE MEMBER LIST**

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# APPENDIX 7: ACOG MPO BOUNDARY MAP & COMMITTEE MEMBER LIST

## ACOG MPO BOUNDARY MAP



## ACOG MPO POLICY COMMITTEE (ACOG MPO PC)

### CANADIAN COUNTY

Canadian County  
City of Mustang  
City of Oklahoma City  
City of Piedmont  
City of Yukon

### CLEVELAND COUNTY

Cleveland County  
City of Lexington  
City of Moore  
City of Noble  
City of Norman  
City of Oklahoma City  
Town of Slaughterville

### GRADY COUNTY

City of Blanchard  
City of Tuttle

### LOGAN COUNTY

Logan County  
City of Cedar Valley  
City of Guthrie

### MCCLAIN COUNTY

McClain County  
City of Blanchard  
Town of Cole  
Town of Goldsby  
City of Newcastle

### OKLAHOMA COUNTY

Oklahoma County  
City of Bethany  
City of Choctaw  
City of Del City  
City of Edmond  
Town of Forest Park  
City of Harrah  
Town of Jones City  
Town of Luther  
City of Midwest City  
City of Nichols Hills  
City of Nicoma Park  
City of Oklahoma City  
City of Spencer  
City of The Village  
Town of Valley Brook  
City of Warr Acres

### AGENCY MEMBERS:

Central Oklahoma Transportation  
and Parking Authority  
City of Norman (Transit)  
Oklahoma City Airport Trust  
Oklahoma Department of  
Transportation – Strategic Asset  
& Performance Management  
Division  
Oklahoma Department of  
Transportation – Multi-Modal  
Division  
Oklahoma Transportation  
Commission – Division 3  
Oklahoma Transportation  
Commission – Division 4  
Oklahoma Transportation  
Commission – Division 7

### NON-VOTING MEMBERS:

Federal Aviation Administration  
Federal Highway Administration  
Federal Transit Administration



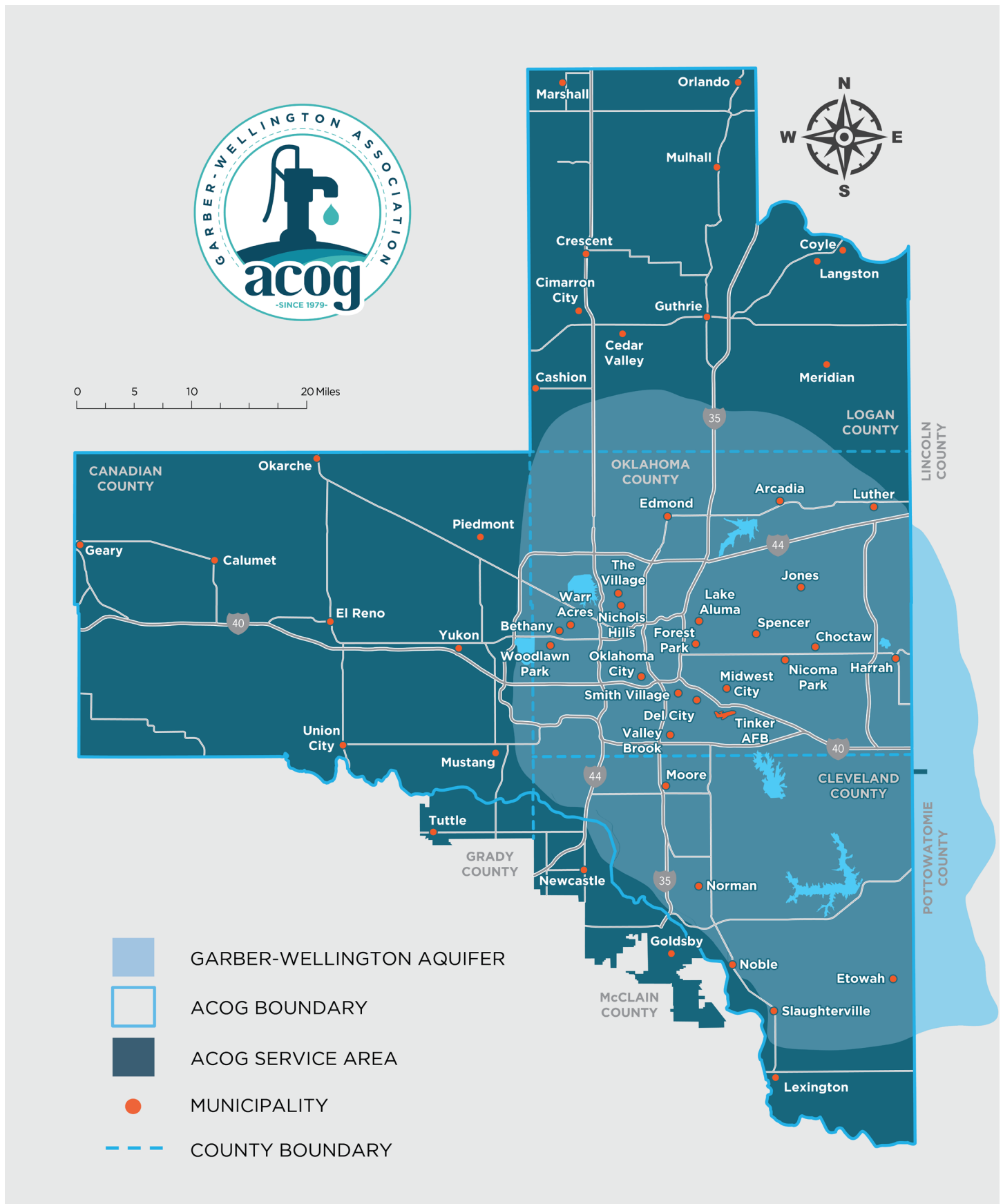
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# **APPENDIX 8: GARBER- WELLINGTON ASSOCIATION BOUNDARY MAP & COMMITTEE MEMBER LIST**

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# APPENDIX 8: GARBER-WELLINGTON ASSOCIATION BOUNDARY MAP & COMMITTEE MEMBER LIST

## GWAPC BOUNDARY MAP



## GARBER-WELLINGTON ASSOCIATION POLICY COMMITTEE (GWAPC)

### CANADIAN COUNTY

Canadian County  
Town of Calumet  
City of El Reno  
City of Geary  
City of Mustang  
Town of Okarche  
City of Oklahoma City  
City of Piedmont  
Town of Union City  
City of Yukon

### CLEVELAND COUNTY

Cleveland County  
City of Lexington  
City of Moore  
City of Noble  
City of Norman  
City of Oklahoma City  
Town of Slaughterville

### GRADY COUNTY\*

City of Tuttle

### LOGAN COUNTY

Logan County  
City of Crescent  
City of Guthrie  
Town of Langston City

### MCCLAIN COUNTY\*

Town of Goldsby

### OKLAHOMA COUNTY

Oklahoma County  
City of Bethany  
City of Choctaw  
City of Del City  
City of Edmond  
Town of Forest Park  
City of Harrah  
Town of Jones City

Town of Luther  
City of Midwest City  
City of Nichols Hills  
City of Nicoma Park  
City of Oklahoma City  
City of Spencer  
City of The Village  
City of Warr Acres

### POTTAWATOMIE COUNTY\*

Oklahoma City

\*Grady, McClain and Pottawatomie Counties not part of GWAPC.

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# APPENDIX 9: COMMON OR FREQUENTLY USED ACRONYMS

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## APPENDIX 9: COMMON OR FREQUENTLY USED ACRONYMS

ACRONYM	SAMPLE
AQI	Air Quality Index
ACOG	Association of Central Oklahoma Governments
ADA	Americans with Disabilities Act of 1990
ADT	Average Daily Traffic
APTAC	Areawide Planning and Technical Advisory Committee
AQAC	Air Quality Advisory Committee
ASAP	ACOG Support & Assistance Program
ATAC	Active Transportation Advisory Committee
B/C	Benefit to Cost Ratio
BRT	Bus Rapid Transit
BEA	Bureau of Economic Analysis
BOD	Board of Directors
CAA	Clean Air Act
CAPEDD	Capital Area Economic Development District
CDBG	Community Development Block Grants
CEDS	Comprehensive Economic Development Strategy
CMP	Congestion Management Process
CMAQ	Congestion Mitigation and Air Quality Improvement Program
COKCCC	Central Oklahoma Clean Cities Coalition
COTPA	Central Oklahoma Transportation and Parking Authority
DEQ	Department of Environmental Quality
E911	Enhanced 911
ECC	Emergency Communication Centers
EIS	Environmental Impact Statement
EJ	Environmental Justice
EPA	Environmental Protection Agency
ESInet	Emergency Services IP network
EVs	Electric Vehicles
FAA	Federal Aviation Administration
FAST ACT	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
GIS	Geographic Information Systems
GWAPC	Garber-Wellington Association Policy Committee
HOV	High Occupancy Vehicle
IMS	Intermodal Management System
ITS	Intelligent Transportation Systems
LOS	Level of Service
LRP	Long-Range (Transportation) Plan
MOU	Memorandum of Understanding

## APPENDIX 8: COMMON OR FREQUENTLY USED ACRONYMS

### CONTINUED

MPO	Metropolitan Planning Organization
MPO PC	Metropolitan Planning Organization Policy Committee
MPO TC	Metropolitan Planning Organization Technical Committee
MSA	Metropolitan Statistical Area
MTP	Metropolitan Transportation Plan
NG911	Next Generation 911
NO <sub>x</sub>	Nitrogen Oxide
ODOC	Oklahoma Department of Commerce
ODOT	Oklahoma Department of Transportation
OESC	Oklahoma Employment Security Commission
OEVC	Oklahoma Electric Vehicle Coalition
OTA	Oklahoma Turnpike Authority
PPP	Public Participation Plan
REAP	Rural Economic Action Plan
ROW	Right-of-Way
SOV	Single Occupancy Vehicle
SPR	State Planning and Research Program
STIP	Statewide Transportation Improvement Program
STBG-UZA	Surface Transportation Block Grant - Urbanized Area (funds)
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TOD	Transit Oriented Development
TSM	Transportation Systems Management
UPWP	Unified Planning Work Program
USC	United States Code
USDOT	United States Department of Transportation
UZA	Urbanized Area
VHT	Vehicle Hours of Travel
VMT	Vehicle Miles of Travel
YOE	Year of Expenditure