

**RESOLUTION NO. R-26-14**

**A RESOLUTION ESTABLISHING THE WOODWARD COUNTY CITIZENS ADVISORY COMMITTEE AND SETTING NOMINATION, VETTING, AND OPERATING PROCEDURES**

WHEREAS, Section 9 of the original sales-tax resolution states that a “*County Area Projects Citizens Advisory Board*” is to be established to “*review and make recommendations to the County Commissioners on tax-funded projects,*” and that its members are to be appointed by and approved by the Board of County Commissioners; and

WHEREAS, Section 10 provides that the Advisory Board shall “*advise the County Commissioners regarding projects proposed for funding*” related to the sales tax approved by voters; and

WHEREAS, the Board of County Commissioners desires a transparent, consistent, and community-involved process for selecting members to serve on the Citizens Advisory Committee;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WOODWARD COUNTY, OKLAHOMA:

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**Section 1. Establishment of the Citizens Advisory Committee**

The Woodward County Citizens Advisory Committee (“Committee”) is hereby formally established as required under Section 9 of the original resolution. The Committee shall review proposed projects and make recommendations to the Board of County Commissioners (“BOCC”) as described in Section 10.

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**Section 2. Membership Structure**

- A. The Committee shall consist of **seven (7) members**, as outlined in the original resolution.
- B. One member shall be a County Commissioner, who will serve as Chair.
- C. The remaining six (6) members shall serve staggered three-year terms as established in the original resolution.
- D. Members must be residents of Woodward County and must have been a registered voter of **their respective district for at least six (6) months** prior to appointment.

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**Section 3. Application Requirements**

All applicants must:

- 1. Be a registered voter of the represented district for at least **6 months**;
  - 2. Submit a completed application form;
  - 3. Provide a written statement of interest;
  - 4. Disclose any potential conflicts of interest;
  - 5. Agree to comply with the Open Meeting Act;
  - 6. Commit to regular meeting attendance.
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#### **Section 4. Interview and Vetting Process**

- A. Each County Commissioner shall conduct an interview with applicants from their district.
  - B. The interview may also include participation from each mayor or town manager within that Commissioner's district.
  - C. This interview group shall vet applicants and evaluate their suitability to serve.
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#### **Section 5. Public Nomination and Appointment**

- A. Following interviews, **each County Commissioner shall publicly nominate two (2) individuals** from their district in an open BOCC meeting.
  - B. Nominations must be placed on the BOCC agenda for transparency.
  - C. The BOCC shall approve committee members by majority vote.
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#### **Section 6. Conflict-of-Interest Policy**

- A. Members shall not participate in discussion or recommendations on any project in which they or an immediate family member have a financial interest.
  - B. Conflicts must be disclosed in writing.
  - C. Members with a conflict shall recuse themselves from related matters.
  - D. Failure to disclose a conflict may result in removal.
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#### **Section 7. Attendance and Removal**

- A. Members are expected to attend all scheduled meetings.
  - B. A member who **misses three (3) consecutive meetings** without good cause may be recommended for removal.
  - C. The BOCC may remove a member for non-attendance, failure to perform duties, or violation of ethics or conflict-of-interest rules.
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#### **Section 8. Duties of the Committee**

The Committee shall:

1. Review and evaluate proposed projects;
  2. Ensure eligibility under state statute and the purpose of the sales tax;
  3. Offer written recommendations to the BOCC before expenditures are approved;
  4. Conduct all business in compliance with the Oklahoma Open Meeting Act.
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**Section 9. Effective Date**

This Resolution shall take effect immediately upon approval.

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**ADOPTED AND APPROVED** this 17<sup>th</sup> day of February, 2026.

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**BOARD OF COUNTY COMMISSIONERS OF WOODWARD COUNTY, OKLAHOMA**

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Chairman Clint White

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Vice-Chairman [Signature]

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Member [Signature]

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ATTEST:  
Wendy Dunlap  
County Clerk

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