

TOWN FORM OF GOVERNMENT

Title 11 of the Oklahoma Statutes
Sections 12-101 through 12-114

VOTERS

TRUSTEES
(3 or 5)

CLERK *

TREASURER *

TRUSTEES

- Three or five trustees elected from wards or at-large
- Elects a mayor from among its members
- Appoints and disciplines employees
- Enacts ordinances
- Raises revenue
- Inquires into the operation of the town departments
- Creates and changes town departments
- Grants pardons and remissions of fines

MAYOR

- Presides at board meeting
- Makes motions and votes on all issues before the board
- Signs ordinances and commissions
- Head of government for ceremonial purposes

CLERK *

- Is an officer of the city
- Keeps journals of council proceedings
- Enrolls all ordinances and resolutions passed by council
- Has custody of documents, records, and archives
- Has custody of town seal and attests & affixes seal to documents
- May be employed to perform duties not related to town clerks position

TREASURER *

- Is an officer of the city
- Maintains accounts and books
- Deposits daily funds received
- May be employed to perform duties not related to town treasurers position

* These positions may be appointed by the governing body after a vote of the people (11 O.S.1991, Section 16-207).