

OFFICE OF THE MAYOR  
CITY OF TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 96-01

**PROVIDING A PROCEDURE FOR THE APPOINTMENT AND  
REMOVAL OF DEPUTY CITY CLERKS OF THE CITY OF  
TULSA.**

By virtue of the power vested in me as Mayor of the City of Tulsa, Oklahoma, it is hereby ordered:

**Section 1. Purpose.** To provide for the appointment of personnel of the City of Tulsa to perform the duties of Deputy City Clerks and to promote the efficient operation of the City Clerk's Office of the City of Tulsa.

**Section 2. Appointment and Removal of Deputy City Clerks.** Deputy City Clerks of the City of Tulsa shall be appointed and removed from their positions by Mayoral action other than Executive Order. Appointments and removals shall be presented to the Mayor, upon the recommendation of the City Clerk, in a concise written form specifying the action requested.

**Section 3. Maintenance of Appointment Records.** The City Clerk is hereby charged with the maintenance of a record of all appointments to the position of Deputy City Clerk. This record shall include the name of appointees, the date of appointment and removal, the department of the City of Tulsa within which each appointee is regularly employed, and any other information deemed necessary by the Clerk.

**Section 4. Powers of Deputy City Clerks.** Unless otherwise specified at the time of appointment, all Deputy City Clerks of the City of Tulsa, Oklahoma, and shall have the power to:

- A. Attest and affix the seal of the City to all documents as required;
- B. Maintain records of all ordinances and resolutions adopted by the City Council;
- C. Have custody of the seal of the City and of documents, records and archives as provided by law, ordinance, or order of the Mayor;

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D. Receive service of notices or other legal process affecting the City of Tulsa. in the absence of the City