

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING
("CLOSING STATEMENT") UNDER THE OPEN MEETINGS ACT (General
Provisions Article § 3-305)**

This form has two sides. Complete items 1 – 4 before closing the meeting.

1. Recorded vote to close the meeting: Date: _____; Time:;

Location: Remote Meeting on Google Hangouts;

Motion to close meeting made by: _; Seconded by: _;

Members in favor: ___; Opposed: ___; Abstaining: ___; Absent: ___

2. Statutory authority to close session (check all provisions that apply). This meeting will be closed under General Provisions Art. § 3-305(b) only:

(1)___“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”; (2) X “To protect the privacy or reputation of individuals concerning a matter not related to public business”; (3)___“To consider the acquisition of real property for a public purpose and matters directly related thereto”; (4)___“To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State”; (5)___“To consider the investment of public funds”; (6)___“To consider the marketing of public securities”; (7) X “To consult with counsel to obtain legal advice”; (8)___“To consult with staff, consultants, or other individuals about pending or potential litigation”; (9)___“To conduct collective bargaining negotiations or consider matters that relate to the negotiations”; (10)___“To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans”; (11)___“To prepare, administer, or grade a scholastic, licensing, or qualifying examination”; (12)___“To conduct or discuss an investigative proceeding on actual or possible criminal conduct”; (13)___“To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter”; (14)___“Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.” (15)___ “To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices.”

Continued

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic

4. This statement is made by _____ Jay Price / _____ Dee Settar, Presiding Officer.

**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING.
(See also template for summary.)**

For a meeting closed under the statutory authority cited above:

Time of closed session: _____

Place: Google Hangouts Meeting (remote)

Purpose(s): To protect privacy or reputation of individuals concerning a matter not related to public business

Members who voted to meet in closed session: _____

Persons attending closed session: _____

Authority under § 3-305 for the closed session: _____

Topics actually discussed: _____

Actions taken: _____

Each recorded vote: _____; Vote of NO- _____; Vote Abstained- _____

For a meeting recessed to perform an administrative function (§ 3-104): Time: _____

Place: _____

Persons present: _____

Subjects discussed: _____

