TEMPLATE FOR CLOSED-SESSION SUMMARY
TO BE INCLUDED IN THE MINUTES IN THE NEXT OPEN MEETING
(General Provisions Article § 3-306(c))

Instructions: When a public body meets in a session closed under § 3-305 of the Open Meetings Act, it must disclose the following four sets of information in the minutes either of its next open session or in the minutes of the open session that it held that day, so long as the public knows to look there. This template provides a checklist for the required information. The worksheet at the bottom of the model closing statement contains a shorter form of the same checklist. Use of these forms is optional; the formatting of the summary is up to the public body so long as the public body includes the required information in its minutes at the required time.

The four sets of information required by § 3-306(c) are:
1. A statement of the time, place, and purpose of the closed session.
2. A record of the vote of each member as to closing the session.
3. Statutory authority to close session.
4. A listing of the actual topics of discussion, persons present, and each action taken in the session.

SUMMARY OF CLOSED SESSION HELD ON [*DATE*]

1. *Statement of the time, place, and purpose of the closed session:* Ended 6:15

   Time of closed session: 5:36 pm   October 26, 2018

   Place (location) of closed session: KCPL Yellow Building

   Purpose of the closed session: Director's Evaluation

2. *Record of the vote of each member as to closing the session:* Harding, Tuley, Ronda

   Names of members voting aye: Ouenton, Quass, Lerner, Ferreira

   Members opposed: None   Abstaining: None

3. *Statutory authority to close session:*
   This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

   → *Topic #1:* § 3-305(b) (1) → *Topic #2:* § 3-305(b) (2) → *Topic #3:* § 3-305(b) (   )
   (add others as needed)

4. *Listing of each topic actually discussed, persons present, and each action taken in the session:*

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: DSirecotr's Evaluation	All Trustees	None
#2:		
#3:		

This statement made by [signature] September 24, 2018
DATE October 26, 2018