**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:**

   Time of closed session: **June 10, 2020 6:22**

   Place (location) of closed session: **Zoom, Chestertown MD**

   Purpose of the closed session: **Staff topic requested by Executive Director**

2. **Record of the vote of each member as to closing the session:**

   Names of members voting **aye**: Saleima Monney, Elizabeth Tully, Earl Red

   Members opposed: **Ø**

   Abstaining: **Ø**

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) (✓) → **Topic #2**: § 3-305(b) ( ) → **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:**

<table>
<thead>
<tr>
<th>Topic description</th>
<th>Persons present for discussion</th>
<th>Action Taken/Each Recorded Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1: <strong>Staff performance</strong></td>
<td>Saleima Monney, Elizabeth Tully</td>
<td>Termination vote</td>
</tr>
<tr>
<td>#2: <strong>Review</strong></td>
<td>Earl Runde</td>
<td><strong>aye</strong></td>
</tr>
<tr>
<td>#3:</td>
<td>Jay Silcox</td>
<td><strong>aye</strong></td>
</tr>
<tr>
<td></td>
<td>Alan Austen</td>
<td><strong>aye</strong></td>
</tr>
<tr>
<td></td>
<td>Saleima Monney</td>
<td><strong>aye</strong></td>
</tr>
</tbody>
</table>

**September 24, 2018**
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: ___:__0; Location: _____________
   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) "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) "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.

<table>
<thead>
<tr>
<th>Citation (insert # from above)</th>
<th>Topic</th>
<th>Reason for closed-session discussion of topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>§3-305(b) ()</td>
<td>Staff Issue</td>
<td></td>
</tr>
<tr>
<td>§3-305(b) ()</td>
<td></td>
<td></td>
</tr>
<tr>
<td>§3-305(b) ()</td>
<td></td>
<td></td>
</tr>
<tr>
<td>§3-305(b) ()</td>
<td></td>
<td></td>
</tr>
<tr>
<td>§3-305(b) ()</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. This statement is made by [Signature], 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:
  - Purpose(s):
  - 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:

- For a meeting recessed to perform an administrative function (§ 3-104): Time:
  - Place:
  - Persons present:
  - Subjects discussed: