

**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~~th~~, 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: Sabrina Monney, Elizabeth Tully, Earl Rude  
 Members opposed: 0 Abstaining: 0 Bromwyn Jones  
Jay Silcox

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

Alan Auster

**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: <u>staff performance</u>	<u>8: Jackie Adams</u> <u>Elizabeth Tully</u>	<u>Termination</u> <u>aye</u>
#2: <u>review</u>	<u>Earl Rude</u> <u>Bromwyn Jones</u>	<u>aye</u> <u>aye</u>
#3:	<u>Jay Silcox</u> <u>Alan Auster</u> <u>Sabrina Monney</u>	<u>aye</u> <u>aye</u> <u>aye</u>

**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: 6/10/20; Time: 6:20; Location: Library & Zoom,  
Motion to close meeting made by: Bronny Seconded by Jay Chestertown  
Members in favor: 6; Opposed: 0  
Abstaining: 0; Absent: 1

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.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) ( ) 1	Staff issue	
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		

4. This statement is made by Elizabeth Jolly, Presiding Officer.

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**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: \_\_\_\_\_