

**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: \_\_\_\_\_;  
Motion to close meeting made by: \_\_\_\_\_ Seconded by \_\_\_\_\_;  
Members in favor: \_\_\_\_\_; Opposed: \_\_\_\_\_;  
Abstaining: \_\_\_\_\_; Absent: \_\_\_\_\_.

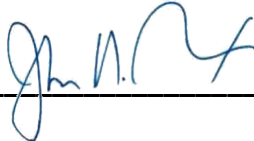
**2. Statutory authority to close session (check all provisions that apply).  
This meeting will be closed under General Provisions Art. § 3-305(b) only:**

**(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.

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

4. This statement is made by , 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: \_\_\_\_\_