

**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: 8/30 ; Time: 6:00 ; Location: KCPA ;  
Motion to close meeting made by: E Tully ; Seconded by V Overton ;  
Members in favor: 6 ; Opposed: 0 ;  
Abstaining: 0 ; Absent: 0

**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) <input checked="" type="checkbox"/> 1	Exec Director Eval	Personnel matter
§3-305(b) <input type="checkbox"/>		
§3-305(b) <input type="checkbox"/>		
§3-305(b) <input type="checkbox"/>		
§3-305(b) <input type="checkbox"/>		

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