

## **EXECUTIVE SESSIONS**

**Relative Information:** “Executive session” is defined by Oregon Law as any meeting or part of a meeting of a governing body, which is *closed* to certain persons for deliberation on certain matters. An executive session is a type of public meeting and must conform to all applicable provisions of the Public Meetings Law.

The meeting notice requirements for executive sessions are the same as for other public meetings. However there is an additional requirement that the statutory authority and reason for the session must be set forth. An executive session may be called during a regular, special, or emergency meeting for which notice has already been given.

The Board may not make final decisions during any executive session. The Board may arrive at a consensus during the executive session, but a final vote must be made during the public portion of a meeting. The purpose of this requirement is to allow the public to know the result of the discussions.

Generally, an executive session is closed to all except members of the governing body, persons reporting to it on the subject of the executive session, and the news media (with certain restrictions). The presiding officer must declare that the subject of the executive session is not to be disclosed.

Oregon Revised Statutes identify ten purposes for which an executive session may be conducted. The specific law should be reviewed in each instance to ensure the statutory restrictions and conditions are being met.

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| 1. Employment of Personnel                     | 6. Exempt Records                             |
| 2. Discipline of Public Officers and Employees | 7. Trade or Commerce                          |
| 3. Medical Staff of a Public Hospital          | 8. Litigation/Consultation with Legal Counsel |
| 4. Consultation with Labor Negotiator          | 9. Performance Evaluations                    |
| 5. Real Property Transactions                  | 10. Labor Negotiations                        |

**Policy Statement:** It is the policy of the Board of Directors to call, conduct, record and maintain written minutes for executive sessions in accordance with the Oregon Public Meetings Law.

It shall further be the policy of the Board that Board members, Staff, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.