



## **Procedures for Convening Executive Session**

- 1. The meeting must be convened in an open posted session, with executive session listed on the agenda when reasonably anticipated by the chair.**
- 2. The chair states the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose of the executive session.**
- 3. A majority must vote in a recorded roll call to go into executive session.**
- 4. The chair announces whether the meeting will reconvene in open session.**
- 5. Accurate minutes and other records of the executive session must be maintained and all votes recorded by roll call.**

## **Rights of Individuals**

- 1. When a governmental body wishes to discuss: (a) the reputation, character, physical or mental health of an individual; or (b) the discipline or dismissal of or complaints or charges brought against a public officer, employee, staff member or individual, it must notify that person in writing at least 48 hours in advance of the meeting, not including Saturdays, Sundays or holidays.**
- 2. Written notice may be waived by the individual.**
- 3. The individual may request that the meeting be held in open session.**
- 4. If an executive session is held, the individual has the right to be present for deliberations and to speak, and to have counsel or a representative of choice present for the purpose of giving advice but not for active participation.**
- 5. The individual may have an independent record of the executive session created by audio recording or transcription, at the individual's expense.**

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