PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)

Instructions to presiding officer: The closing statement sets the agenda for the closed session by disclosing the topics that will be discussed, telling the public why the members are voting to exclude them from the discussion, and citing the statutory authority for closing the meeting. The closing statement must be available for public inspection at the time the meeting is closed and may not be changed later.

To meet in a closed session that is subject to the Act, the public body must first meet in an open session, after notice, and take steps to close that session. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.[1]

This model form has two sides. In the open session, complete items 1 through 4 on this form or in any writing that gives that information. If someone pre-prepared the form for you, confirm that it reflects the public body's intended discussion and the reason(s) for closing the meeting. Also in the open session, conduct a recorded vote on a member's motion to close. In the closed session, it is helpful to use a copy of the closing statement as the agenda. If the public body might return to open session afterwards, be sure to tell the public that.

The public body must disclose the events of the closed session in its next open-session minutes. The worksheet that appears below item 4 provides a checklist of the required disclosures. The worksheet is not part of the closing statement.

1. **Recorded vote to close the meeting:** Date: 8/21; Time: 1803; Location: George Howard Building 3430 Court House Drive;
Motion to close meeting made by: Sandy Seconded by Robert;
Members in favor: All present (9); Opposed: none;
Abstaining: —; Absent: Ananta Hejeebu.

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

[1] http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf

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."

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)	Acquisition of real property	Discuss properties considered by Task Force
§ 3-305(b) (13)	Comply with imposed requirement	The Task Force is composing a policy recommendation to the County Executive
§ 3-305(b) ( )		
§ 3-305(b) ( )		
§ 3-305(b) ( )		

4. This statement is made by Sandy Roschli**, Presiding Officer.**

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WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)

Time of closed session: 1801 Place: Columbia/Ellicott City Room George Howard Building 3430 Court House Dr.
Purpose(s): Discuss properties for recommendation to the County Executive
Members who voted to meet in closed session: All present
Persons attending closed session: Andrew Howard, Renee Kamen
Authority under § 3-305 for the closed session: (3) (13)
Topics actually discussed: Properties considered for recommendation as viable sites.
Actions taken: a) Confirm property 1 b) Confirm property 2 c) reject property 3 d) reject property 4 e) Prioritize properties
Each recorded vote: 9/0 for all decisions.

For a meeting recessed to perform an administrative function (§ 3-104): Time: 1959 Resume Session
Place:_____ Persons present:_____ Subject matter discussed:_____

(Form rev. 6/29/2017)