

Suggestion: Include process for written comments in section four, regardless that the process is outlined elsewhere in the regulation.

Executive Sessions

The purposes for which an executive session may be held and the correct citation for this authority are as follows:

1. To consider the employment of a public officer, employee, staff member or individual agent - ORS 192.660(2)(a).
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, unless the officer, employee or agent requests an open meeting - ORS 192.660(2)(b).
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations - ORS 192.660(2)(d).
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions - ORS 192.660(2)(e).
5. To consider information records that are exempt by law from public inspection - ORS 192.660(2)(f).
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed - ORS 192.660(2)(h).
7. To review and evaluate the job performance of the chief executive officer, a public officer, employees and staff who does not request an open hearing- ORS 192.660(2)(i).
8. To consider a student expulsion or examine confidential medical records including the student's educational program - ORS 332.061.

No executive session may be held to take final action with the sole exception of student expulsion. This does not mean that initial offers of employment or real estate transactions must be made in a public meeting but the ultimate decision must be made in a public meeting.

In the case of executive sessions, the minutes shall be limited in nature so as not to disclose matters which, by law, are exempt from public disclosure. Executive session minutes should include all members of the governing body present and any other invited participants and the substance of the discussion on any matter.

Unless specific permission is granted by the Board chair, all staff, representatives of the media and any other parties present at the meeting must return all printed material disseminated at the executive session to the Board secretary before leaving the room. Board members may inform the Board chair of their intention to keep any/all printed executive session materials.

Approved by President's Council: _____
(Date)

Added 1/12/11