

**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 pages. Complete items 1 – 4 before closing the meeting.

1. Recorded vote to close the meeting: Date: 03/19/2022; Time: _____; Location: Campus Center 205, 47600 Mill Field Road, St. Mary's City, MD 20686

Motion to close meeting made by: _____ Seconded by _____;
Members in favor: _____; Opposed: _____;
Abstaining: _____; Absent: _____.

2. Statutory authority for matters outside the scope of the Open Meetings Act.

(1) an administrative function; (2) _____ a judicial function; (3) _____ a quasi-judicial function.

3. 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 on next page

4. 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
§3-103(a)(1(i))	Election of Commission Officers	To perform an administrative function (the conduct the elections for the Chair and Vice Chair of the Historic St. Mary's City Commission, as set forth in the bylaws of the Commission)
§3-305(b) (1)	Report of workgroup	The report involves employment-related matters involving two employees
§3-305(b) (2)	Report of workgroup	Discussion involving the workgroup report could affect the privacy or reputation of current employees
§3-305(b) ()	Emeritus status for former commissioners	The discussion and possible action regarding honoring former commissions with emeritus status may include discussions that could affect the privacy or reputation of former commissions
§3-305(b) (7)	Receiving legal advice from counsel	The Commission may consult with counsel to obtain legal advice regarding matters on the open or closed agendas

5. This statement is made by _____, Presiding Officer.

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 (To be included in minutes for the open session in which the meeting is closed as per General Provisions § 3-104):

Time: _____
 Place: _____
 Persons present: _____
 Subjects discussed: _____