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 sides. Complete items 1 – 4 before closing the meeting.

1. Recorded vote to close the meeting: Date: 1/29/2023; Time:______; Location: Zoom Meeting
Motion to close meeting made by: _________________ Seconded by___________________;
Members in favor: ___________________________; Opposed: ________________________;
Abstaining: ___________________________; Absent: ________________________________.

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) X  “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 →
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.

<table>
<thead>
<tr>
<th>Citation (insert # from above)</th>
<th>Topic</th>
<th>Reason for closed-session discussion of topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>§3-305(b) (1)</td>
<td>Personnel</td>
<td>To Discuss Performance Audit pertaining to personnel</td>
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<tr>
<td>§3-305(b) (2)</td>
<td></td>
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<td>§3-305(b) (7)</td>
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<td>§3-305(b) ()</td>
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</tbody>
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4. This statement is made by ____________________________, Presiding Officer.

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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 (§ 3-104):  Time:_____
  - Place: _______________________________________________________________________
  - Persons present: __________________________________________________________________
  - Subjects discussed: __________________________________________________________________

(Form Rev.10/1/2018)