

EXECUTIVE SESSION CHECKLIST

ORS	PERMISSIBLE GROUNDS TO HOLD EXECUTIVE SESSION	DOES <u>NOT</u> INCLUDE
192.660(2)(a) 192.660(7)	To consider the employment of an officer, employee, staff member or agent	<input type="checkbox"/> Not for establishing hiring criteria <input type="checkbox"/> Not for filling vacancies on the board or committees <input type="checkbox"/> Not to discuss general employment policies
192.660(2)(b)	To consider dismissal or discipline of or complaints against an officer, employee, staff or agent	Only if the individual does not request an open meeting
192.660(2)(d)	To conduct deliberations with persons you have designated to carry on labor negotiations	
192.660(2)(e)	To conduct deliberations with persons you have designated to negotiate real property transactions	
192.660(2)(f)	To consider information or records that are exempt from disclosure by law, including written advice from your attorney	
192.660(2)(h)	To consult with your attorney regarding current litigation or litigation that is more likely than not to be filed.	
192.660(2)(i) 192.660(8)	To evaluate the performance of an officer, employee or staff member	<input type="checkbox"/> Only if the individual does not request an open meeting <input type="checkbox"/> Not to review a district goal, operation or policy directive
192.660(2)(i)	To negotiate under ORS Chapter 293 with private persons or businesses to acquire, exchange or liquidate public investments	
USUALLY NOT APPLICABLE TO SWCDS		
192.660(2)(c)	Pertains to medical staff	
192.660(2)(g)	Pertains to interstate and international trade negotiations	
192.660(2)(k)	Pertains to health professional regulatory boards	
192.660(2)(l)	Pertains to State Landscape Architect Board	
192.660(2)(m)	Pertains to security of public utility installations	
192.660(3)	Pertains to labor negotiations with union represented employees	

Notice: Provide notice of an executive session in the same manner you give notice of a public meeting. The notice must cite the specific statutory provision(s) authorizing the executive session.

Voting: All final decisions must be made outside of the executive session. The public must have a chance to be aware of the final decision. A vote of the district board relating to information discussed in the executive session can satisfy this requirement. However, executive sessions may not be held for the purpose of taking any final action or making any final decision.

When to call: Executive sessions may be called during regular meetings, special, or emergency meetings, for which proper notice has been given. Also, a meeting may be called which is only an executive session.

Citing the statute: The presiding officer must first announce the statutory authority for the executive session before going into session.

Media Representatives: The media cannot be excluded from an executive session, except for sessions regarding labor negotiations. Media representatives in attendance at an executive session should be instructed not to report or disclose matters discussed at the session; if such instruction is not given, the media may disclose the discussions. The presiding officer may prohibit the media from recording an executive session. The media includes news-gathering representatives (i.e., reporters) of news media that ordinarily reports activities of the public body, or ordinarily report matters of the nature under consideration by the public body.

Other participants: Even though certain persons can be excluded from executive sessions, it does not restrict the authority of the governing body to invite persons not part of the board to attend executive sessions.