

Steps for Considering Employment in Executive Session

When can you hold an executive session for hiring?

A governing body can meet in executive session to talk about the initial hiring of a public officer, employee, staff member, or individual agent. Applicable statutes and administrative rules can be found in ORS 192.660(2)(a), ORS 192.660(7)(d)(A-D), and OAR 199-040-0027.

BEFORE you can discuss initial hiring in executive session, the governing body must take the following steps:

1

Advertise the vacancy.

For Employees and Staff Members

Complete steps **1** & **2**

2

Adopt regular hiring procedures.

For Public Officers

Complete steps **1**, **2** & **3**

3

Offer the public an opportunity to comment* on the filling of the public officer's position.

*Commenting on the filling of the position, not named candidates.

For Chief Executive Officers

Complete steps **1**, **2**, **3** & **4**

4

Adopt:

- hiring standards,
- criteria, and
- policy directives

at an open meeting where the public has an opportunity to comment before adoption.

For Individual Agents

No prerequisites required but must be an individual agent.



You **CANNOT** discuss salary and compensation benefits in executive session under ORS 192.660(2)(a).