

COMPLIANCE CHECKLIST

For *all meetings* covered by the Act, did you:

- A. Provide proper advance notice?
- B. Arrange for minutes to be taken?

For *closed meetings* covered by the Act, did you also:

- A. Identify one or more of the following grounds for closing the meeting?*
- 1. a specific personnel matter;
- 2. protection of personal privacy on a matter unrelated to public business;
- 3. acquisition of real property;
- 4. a proposed business relocation or expansion;
- 5. the investment of public funds;
- 6. the marketing of public securities;
- 7. obtaining legal advice;
- 8. consulting about litigation;
- 9. collective bargaining;
- 10. public security;
- 11. scholastic, licensing, or qualifying examinations;

* These items are merely synopses of the exceptions. The actual text of an exception should be considered carefully before a meeting is closed on that basis.

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12. criminal investigations;
 13. other legal requirement; or
 14. preliminary discussion of procurement issues.
- B. Record a majority vote in favor of closing the meeting?
- C. Prepare, at the time of the vote, a written statement of the reasons and legal basis for closing the meeting and the topics to be discussed?
- D. Keep the closed-session discussion within the scope of the exception that you cited?
- E. Include in the minutes of the next open meeting a statement of the time, place, and purpose of the closed meeting; a record of the vote to close the meeting and the authority to do so; and a listing of the topics discussed, the persons present, and the actions taken?

For a meeting *recessed into closed session to conduct an administrative function*, did you include in the minutes of the next open meeting a statement of the date, time, place, and persons present and a phrase or sentence identifying the subject matter discussed at the closed session?

After a meeting, did you file and maintain records in accordance with the record retention requirements of the Act?

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