**Executive Session Procedural Guidelines**

If you believe you need to go into an executive session during a council meeting, here are some simple guidelines for the actual process of doing so. Please be sure to review other materials available defining executive session and giving the reasons you may go into executive session.

1. Public Notification: The topic to be discussed in the executive session must be posted on notices for the meeting – usually this would be written into the regular meeting agenda, for instance.
2. Personal Notification: If the topic to be discussed in the executive session is could harm the reputation of an individual, that individual has a right to be informed, and to choose to have the discussion take place in public. We recommend you inform them via letter – a sample letter is also provided on our website.
3. Entering Executive Session:
   1. A council member motions to go into executive session, clearly and specifically stating the reason for going into an executive session without providing so much information as to defeat the purpose of an executive session. Suggested wording: “I move to go into executive session for the purpose of discussing EMS personnel.”
   2. Another council member seconds the motion: “I second the motion”.
   3. The chair opens the floor for discussion: This is a discussion of whether or not an executive session is necessary or appropriate. It is NOT a time to discuss the actual topic at hand, only the merits of going into executive session.
   4. Council votes on the motion.
   5. If the motion passes, the public is excused from the room temporarily.
4. Topics: ONLY those topics stated in the motion may be discussed – nothing else!
5. Ending Executive Session: After the discussion ends, the council motions to end the executive session, seconds, votes.
6. Public Re-enters: The council invites the public back into the room.
7. Action Items: Actions must be taken during the public session after ending the executive session.