

VALLEY CITY PUBLIC SCHOOL DISTRICT #2 VALLEY CITY, NORTH DAKOTA 58072 EXECUTIVE SESSION FORMAT	Descriptor Code BCAD-E1	1st Reading 10/19/22
	Adopted 10/19/22	Revised/ Rescinded

EXECUTIVE SESSION FORMAT

Prior to Executive Session

The next item on the agenda is _____. This item **[must]** **[may]** be discussed in an executive session. The legal authority for closing this portion of the meeting is _____. The topic or purpose of this executive session is _____.

The executive session will be recorded and all members of the board are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the board must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. *[(For meetings which are closed under NDCC 44-04-19.1 for attorney consultation or discussion of contract negotiation strategy, add the following statement):* The prohibition on taking final action during the executive session does not apply to providing guidance or instructions to our attorney or negotiator.]

[Option 1 (for meetings that must be closed): At this time, we will convene in executive session.]

[Option 2 (for meetings which may be closed at the discretion of the board, but which are not required to be closed): At this time, a motion would be in order to discuss the next topic in executive session rather than in an open meeting. Is there such a motion? Any second? Any discussion on the motion? I'll call the roll. Motion carried.]

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting, at approximately _____ **[Time]**.

During Executive Session

The minutes will show that the executive session began at _____ **[Time]** and was attended by _____.

After Executive Session

The minutes will show that the executive session was adjourned at _____ **[Time]**. The public has been invited to return to the meeting room and we are now back in open session.