1. Applicable Laws:
   a. Default - Open Meetings and The Public Meetings Law - ORS 192.610 to 192.690 - All meetings of the governing body of a public body shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by ORS 192.610 to 192.690.
   b. Exception - Executive Sessions - ORS 192.660 - The Public Meetings Law authorizes governing bodies to meet in executive session in certain limited circumstances. Executive session is defined as “any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.” ORS 192.610(2).
   c. Governing bodies are required to comply with the other public meeting law requirements in executive session, including (but not limited to): keeping minutes, complying with the notice requirements, holding executive sessions in an accessible/ADA compliant location, complying with the quorum and voting rules if applicable.

2. Common Exceptions to Enter Executive Sessions:
   a. Employment - ORS 192.660(2)(a) - to consider the employment/hiring of a public officer, employee, staff member or individual agent. Only applies to original hiring of employee, not rehires, and not the filling of board vacancies.
   b. Dismissal, Discipline or Complaints about Employees - ORS 192.660(2)(b) - to consider the dismissal or disciplining of, or to hear complaints against a public officer, employee, staff member or individual agent who does not request an open hearing. Must give the individual notice and opportunity to be present. Does not include discussion of RIF/staff reductions.
   c. Labor Negotiations - ORS 192.660(2)(d) - to conduct deliberations with persons designated by the governing body to carry on labor negotiations. This does not include the negotiations themselves, labor negotiations between the board and union are held in open session unless both parties agree to executive session. ORS 192.660(3).
   d. Real Property Transactions - ORS 192.660(2)(e) - to conduct deliberations with persons designated to negotiate real property transactions. Needs to be related to a specific transaction - not general discussions about property or facilities.
   e. Records Exempt From Public Inspection - ORS 192.660(2)(f) - to consider information or records that are exempt from public inspection, including, letters from attorney, student records, personnel files.
   f. Consult with Attorney - ORS 192.660(2)(h) - to consult with counsel regarding the legal rights and duties of the public body with regard to current litigation or litigation likely to be filed. Tort claim notice is sufficient. General advice is not.
   g. Evaluate Employee Performance - ORS 192.660(2)(I) - to review and evaluate the employment related performance of the chief executive officer, a public officer, employee or staff member who does not request an open hearing.
   h. Expulsions and Examination of Medical Records - ORS 332.061 - Must be held in executive session. Can make decisions and expel the media. General discussions are not sufficient. Student or parent can request public hearing.
3. Common Pitfalls:
   a. Notice
      i. Must provide public notice, reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings.
      ii. Must be at least 24 hours in advance unless there is an “actual emergency.”
      iii. Notice must state the specific legal provision for an executive session.
   b. Voting
      i. Can only vote in executive session on matters regarding student medical records and student expulsions.
      ii. Boards may reach a consensus regarding other appropriate topics discussed in executive session, as long as the actual vote is taken in an open session.
      iii. Common pitfall is failing to schedule or provide notice for an open session to occur after the executive session in order to conduct the vote.
   c. Media
      i. Media are permitted to attend, but should be advised prior to the start of the executive session that they cannot report subjects discussed in executive session. Absent this warning, the media may report everything discussed. Media may report on any matters discussed beyond what you announced would be discussed in executive session.
      ii. Can report general subject of the session as announced.
      iii. Can be excluded in four cases: 1) when the board meets with labor negotiators to discuss bargaining strategies; 2) when the board meets to consider expelling a student; 3) when the board discusses a student’s medical or educational records; and 4) when the board discusses litigation against the district or community college in which the reporter or the reporter’s media organization is involved.
   d. Discussing additional subjects other than what was announced in the notice. Media may report these discussions.
   e. Discussing general personnel matters.
   f. Failing to cite the complete law, including subsection, that applies to the topic along with a brief description of the topic.

4. Executive Session Violations—Consequences
   a. Failure to comply can result in lawsuits against the District and OGEC civil penalties against individual board members up to $1,000 for violating ORS 192.660.

5. Resources

  Oregon Department of Justice Attorney General’s Public Records and Meetings Manual
  OSBA’s Public Meetings Law, Board Meeting and Executive Sessions Guide
  OSBA’s Litigation Services Department 503-588-2800