

## **EXECUTIVE SESSIONS**

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only pursuant to the Open Meeting Law (M.G.L. Chapter 30A, 21).

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section21>

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Accurate records of the proceedings conducted in executive session will be kept but need not be disclosed if the disclosure of the minutes, notes or other materials used in the executive session may defeat the lawful purposes of the executive session. Once disclosure would no longer defeat the purposes of the executive session, however, minutes and other records from that executive session will be disclosed unless they fall within an exemption to the Public Records Law, M.G.L. c. 4 & 7, cl. 26 or the attorney client privilege applies. The Committee will review executive session minutes for possible declassification at least once each year.

LEGAL REFS.: Open Meeting Law, M.G.L. c. 30A, sections 18-25

CROSS REFS.: BE, School Committee Meetings

APPROVED: 6/25/15