## COMPLIANCE CHECKLIST FOR MEETINGS SUBJECT TO THE MARYLAND OPEN MEETINGS ACT \*

| Name | of public body   | Date of Meeting:  |
|------|--|---|
| 1    | _ Did you give "reasonable                             | e advance notice" and keep a copy or screenshot?  |
| 2    | _ Did you make an agenda<br>as soon as practicable, bu | a available when notice was posted, or, if not yet determined, at at least 24 hours before the meeting?   |
| 3    | _ Did you make arrangeme                               | ents for the public to attend?  |
| 4    |  | eep minutes in writing or, otherwise, to run the equipment for ve and archived video or audio streaming?  |
| 5    | _ If part of this meeting mi                           | ght be closed to the public, have you first:  |
|      | Made sure that the Act? (eff. 10/1/17)                 | public body designated a member to take training in the   |
|      |  | topic to be discussed falls entirely within one or more of "that allow the closed session? (see over for the list)  |
|      | Given notice of the so that the presiding              | open meeting to be held right before the closed session, g officer can hold the required public vote to close?  |
|      | designated to take attend, made sure t                 | e initial open meeting will be attended by a member training in the Act, and, if a designated member cannot that the public body is ready to complete this compliance pen meeting and keep it to attach to the minutes? (eff. |
|      | required disclosur                                     | siding officer to prepare a written statement with the res? (for a model form with instructions, go to and attorney general.gov/Pages/OpenGov/Openmeetings/   |
|      | Equipped the presi exceptions and top                  | ding officer to limit the closed session discussion to the ics cited on the written closing statement?  |
|      | Arranged for close                                     | d-session minutes to be kept and adopted as sealed?   |
|      | information that m                                     | e in the closed session to keep a record of each item of ust be disclosed in the minutes of the next open meeting? e model closing statement).  |
|      | disclose, in the min                                   | ssed to hold a closed administrative session, arranged to nutes of the next open meeting, the date, time, and place, and subjects discussed?  |
| 6    | online if practicable, of r                            | e preparation, the adoption as soon as practicable, and posting<br>minutes of the open meeting, including summaries of any prior<br>form (when required), completed on this side?   |

\*This checklist is designed for general use as well as for use at open meetings of public bodies that hold closed meetings on or after 10/1/2017, when a member designated for training cannot attend the initial open meeting. See GP § 3-213(d). Like the earlier checklists, this checklist gives general guidance, does not guarantee "compliance" with every provision of the Open Meetings Act, and will be revised occasionally.

## STATUTORY AUTHORITY TO CLOSE SESSION (THE FOURTEEN "EXCEPTIONS")

**General Provisions Article § 3-305(b)** 

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of an individual with respect to a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related to the acquisition;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) To discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.