

ATTACHMENT D:

**Questions Your Governmental Body
Should Answer About Your Public Meeting**

BEFORE THE MEETING:

Questions To Answer:	Yes	No	<i>For Guidance, please see the following pages of this manual</i>
Is our governmental body required to give notice of this meeting?			Page 8
If yes, has the notice been provided to the public in the required manner, and in the required time-frame?			Pages 11 – 16

DURING THE MEETING:

Questions To Answer:	Yes	No	<i>For Guidance, please see the following pages of this manual</i>
Will our governmental body be discussing items that will require us to go into Executive Session?			Pages 21-27
Has our governmental body checked to make sure that <u>all</u> matters discussed during the Executive Session are applicable to an executive session?			Pages 21-27
Has our governmental body discussed any matters others than the subject openly voted upon to enter the public session?			Pages 9 – 10
Were all votes resulting from the Executive Session taken in public?			Pages 17-18 Pages 19-29

AFTER THE MEETING:

Questions To Answer:	Yes	No	<i>For Guidance, please see the following pages of this manual</i>
Has our governmental body recorded an adequate record of our meeting that complies with Section 4 of the OMA?			Pages 18 – 19 Page 29
Has this public record of our meeting been made available to the public “as soon as practicable after approval”?			Page 29
Has our governmental body posted the date of our next scheduled meeting?			Page 29

IF A CIVIL CLAIM IS FILED RELATED TO THIS MEETING:

Questions To Answer:	Yes	No	<i>For Guidance, please see the following pages of this manual</i>
Has our governmental body, within 7 days of receiving personal service of the complaint, filed an “initial response” to the complaint?			Pages 30 – 33
Has each named defendant filed a separate response, even if it is substantially similar to the others’ responses?			Pages 30 – 33

ATTACHMENT E:

A Checklist for Conducting Lawful EXECUTIVE SESSIONS

	<i>For Reference, See</i>	
<input type="checkbox"/> 1. Convene An Open Meeting	Page 21	Section IV (A) 1
<input type="checkbox"/> 2. Enter a motion stating the reason for the Executive Session. <i>Executive Sessions may only be called for one of the following reasons:</i>	Page 21	Section IV (A) 2
a. General Reputation and Character, Job Performance, or Salaries / Compensation	Page 21	Section IV (B) 1
b. Formal Complaints or Charges Against an Individual or Legal Entity	Page 23	Section IV (B) 2
c. Discussion with the Government Body's Attorney	Page 23	Section IV (B) 3
d. Security Plans and Measures	Page 24	Section IV (B) 4
e. Criminal Investigation and the Identity of an Undercover Agent or Informer	Page 25	Section IV (B) 5
f. Negotiations to Buy / Sell / Lease Real Property	Page 25	Section IV (B) 6
g. Preliminary Negotiations in Trade Competition	Page 26	Section IV (B) 7
h. Negotiations Between The Body and a Group of Public Employees	Page 27	Section IV (B) 8
i. Discuss and Vote Upon a Public or Contested Case Hearing	Page 27	Section IV (B) 9
<input type="checkbox"/> 3. Receive a Written or Oral Declaration (if necessary).	Page 20	Section IV (A) 4
a. Written Declarations are required for these Executive Sessions:		
I. Discussion with the body's attorney concerning options for, and ramification of, litigation, mediation, or arbitration.		
II. Discussions that would disclose the identity of an undercover informant or that focus on criminal investigations of non-public officials.		
III. Discussions concerning the negotiations between the body and a group of public employees.		
b. It is required that a designated person certify that the Executive Session is warranted for these specific reasons before the body votes to go into Executive Session.		
<input type="checkbox"/> 4. Vote to go into Executive Session	Page 20	Section IV (A) 4
a) The vote must be open/public; and		
b) Each member must openly give his/her individual vote.		
<input type="checkbox"/> 5. Enter a Statement Concerning Reconvension	Page 21	Section IV (A) 5