

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING  
("CLOSING STATEMENT")  
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

**This form has two sides. Complete items 1 – 4 before closing the meeting.**

1. **Recorded vote to close the meeting:** Date: July 3, 2023; Time: 3 p.m.; Location: Friendship Heights Village Center; Motion to close meeting made by Michael Mezey; Seconded by Martha Solt; Members in favor: Unanimous; Opposed: None; Abstaining: None; Absent: None.
  
2. **Statutory authority to close session (check all provisions that apply).**

**This meeting will be closed under General Provisions Art. § 3-305(b) only:**

- **(1) To discuss:**
  - (i) **“the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointed employee, or official over whom it has jurisdiction”;** or
  - (ii) **“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 that is 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”;  
or
- (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.”

**Continued**

3. For each provision checked above, disclosure of the topic to be discussed and the public body’s reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	For Council Personnel Committee to review staff personnel evaluations and discuss proposed staff salaries for FY 2024	To preserve the confidentiality of the discussion
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		

4. This statement is made by [Melanie White, Presiding Officer].

\*\*\*\*\* WORKSHEET FOR  
**OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)**

For a meeting closed under the statutory authority cited above:

**Time of closed session:** 3 p.m.

**Place:** Village Center

**Purpose(s):** To review annual staff performance evaluations and discuss staff salaries for FY 2024 and other personnel matters.

**Members who voted to meet in closed session:** Unanimous (3-0).

**Persons attending closed session:** Melanie White; Michael Mezey; Martha Solt; Julian Mansfield; Jason Goldstein.

**Authority under § 3-305 for the closed session:** 1, to discuss personnel issues.

**Topics actually discussed:** Review of staff evaluations, discussion of staff salaries for FY 2024, recommended approval of staff member to be designated regular employee, recommended approval of title change for Village staff member.

**Actions taken:** None

**Each recorded vote:** No votes taken.

For a meeting recessed to perform an administrative function (§ 3-104): Time: \_\_\_\_\_

Place: Persons present: \_\_\_\_\_

Subjects discussed: \_\_\_\_\_