

**Form 3.11 Executive session checklist**

"Motion by [ \_\_\_\_\_ ], seconded by [ \_\_\_\_\_ ] to hold an executive session [ \_\_\_\_\_ ]"

1 [ \ ] to consider the appointment of a public employee or official.\*

2 [ ] to consider the employment of a public employee or official.\*

(use this in conjunction with the following purpose for a meeting with an administrator to discuss renewal or nonrenewal of the administrator's contract-example: "to consider the employment and/or dismissal of a public employee.")

3 [ ] to consider the dismissal of a public employee or official.\*

(use this for a teacher nonrenewal hearing)

4 [ ] to consider the discipline of a public employee or official.\*

5 [ ] to consider the promotion of a public employee or official.\*

6 [ ] to consider the demotion of a public employee or official.\*

7 [ ] to consider the compensation of a public employee or official.\*

8 [ ] to consider the investigation of charges or complaints against a public employee, official, licensee, or student.\* (use this for student discipline appeals)

**[Note:** If the individual in question has a separate statutory right to a hearing, and requests that the hearing be in public session, an executive session is not permitted.]

above per ORC 121.22 (G)(1)

below per ORC 121.22 (G)(2)-(6)

- 9       to consider the purchase of property for public purposes.
  
- 10      to consider the sale of property at competitive bidding.
  
- 11      to confer with an attorney for the board of education concerning disputes involving the board that are the subject of pending or imminent court action.
  
- 12      to prepare for negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
  
- 13      to conduct negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
  
- 14      to review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
  
- 15      to consider matters required to be kept confidential by federal law or regulations or state statutes.
  
- 16      to discuss details relative to the security arrangements and emergency response protocols for the board of education.
  
- 17      to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance.

\* IMPORTANT: these reasons cannot be shortened to just "personnel."

***Comment***

RC § 121.22 (the Ohio "Sunshine Law") mandates that every motion for executive session state specifically which of the above purposes are the purposes for which the executive session is being held. See Text § 3.15.