

Executive Session Script

Date: _____

Starting Time: _____ am/pm

“The [council, commission, or board] will now meet in executive session to discuss _____ (briefly describe the reason for going into executive session. Tie your description to the RCW) as allowed by RCW _____. (Identify the RCW that applies, e.g., qualifications of a candidate for appointment to elective office pursuant to RCW 42.30.110(1)(h).)

“The [council, commission, or board] will be in executive session until _____ am/pm.”

“The [council, commission, or board] is/is not expected to take further action following the executive session.”

If an extension is required, the presiding officer must come out of the room in which the session is being held and make the following announcement:

(Time: _____ am/pm)

“The [council, commission, or board] is extending the executive session for a period of _____ minutes, until _____ am/pm”

(Ending Time: _____ am/pm)

*After adjourning the executive session and at, but **not before**, the time you said you would come back:*

“I call the regular/special meeting back to order.”

If there is further action to be taken, proceed with that action. If there is no further action, adjourn the meeting as you normally would.

Note: *The governing body may hold executive sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening an executive session, the presiding officer must announce the purpose of the session and the anticipated time when the session will be concluded. The announced purpose of the executive session must be entered into the minutes of the regular or special meeting at which the executive session is held. Should the session require more time, a public announcement shall be made that the session is being extended.*

Give this form to the clerk upon completion.

This form does not constitute legal advice. Consult with counsel regarding sufficiency of your script.