



Bustins Island Village Corporation
Established 1913

BOARD OF OVERSEERS

Policy Number: 113

Policy Name: Executive Session Policy

Version: 1.0

Related Documents: 113 Statutory Citations for Executive Policy

Approved: July 17, 2016

Original/Prior:

Executive Session Policy

Executive sessions of the Board of Overseers and all boards and committees of the BIVC shall be conducted pursuant to the Maine Revised Statutes. Nothing discussed or shown in any executive session that must by State or Federal law remain confidential, such as certain personnel actions, may be disclosed publicly by Overseers or any other Village Corporation officials; however, for those matters for which State or Federal law authorizes, but does not mandate executive sessions, such as negotiating land purchase or sale contract amounts or settlement of litigation, all Overseers, as well as other Village Corporation officials, shall respect the executive session privilege and not disclose any executive session discussions or documents until authorized by the Board of Overseers.

Procedures for Executive Session

- A motion to go into Executive Session must state the "precise nature of the business of the executive session"
- The motion must include a statutory citation to the precise section that authorizes the executive session topic (refer to related document 113 Statutory Citations for Executive Session)
- An executive session on a labor contract or on pending litigation must include in the motion the name of the parties
- Discussion is limited to items identified in the motion
- No vote or other formal action is permitted in executive session

Sample Motion Format

I move to go into executive session to consider the [Insert Reason for Executive Session] pursuant to [Insert Statutory Citation).

Sample Motion Example

I move to go into executive session to consider the [acquisition of real property] pursuant to [1 MR.S.A. § 405(6)(C)].