

## Policy 1: Procedures for Executive Session

1. All meetings of the Oconee County Board of Elections and Registration shall be open to the public.
2. The Board reserves the right to meet and to adjourn or recess the meeting, at any time allowed by law, to discuss such matters as may be legally considered in executive session. Only Board members, Election Office staff, legal counsel and those necessary to the discussion shall attend an executive session of the Board.
  - a. To enter executive session, a motion, second, and majority vote of the board members present is required. Minutes of the Executive Session which specify each issue discussed but omit the substance of the discussion shall be taken but will not be open to public review. Executive Session minutes can only be viewed by court order.
  - b. The Board Chair shall execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion was devoted to matters within the exceptions provided by law and identifying the specific relevant exception.
3. All meetings of the Board shall be conducted in accordance with the Georgia Open Meetings Act (*O.C.G.A. § 50-14-1 et seq.*).