

# EXECUTIVE SESSION CARDS

simply print, cut & tape back-to-back




## When can we meet?

In EXECUTIVE "CLOSED" SESSION

To discuss & consider:

- ✓ personnel matters
- ✓ contracts
- ✓ pending or probable litigation
- ✓ violation(s) of the declaration or rules and regulations
- ✓ personal liability of members to the association
- ✓ & to consult with legal counsel

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## The Procedures

for EXECUTIVE "CLOSED" SESSION

- ✓ "I hereby move that the Board go into executive session for the purpose of discussing and considering <insert topic of discussion>"
- ✓ The motion should be seconded, passed, recorded in minutes
- ✓ Discussion in executive session must be limited to subject(s) covered by the motion
- ✓ Any decisions relating to the topic discussed must be made by motion and voted on in open session

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