Sample Script to Announce Start of Executive Session

The [governing body] will now meet in executive session pursuant to ORS 192.660(_____) [choose appropriate section(s) for *this* session], which allows the Commission to meet in executive session to [list activity(ies)].

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

> **Note:** The governing body may choose to allow other specified persons to attend the executive session. *See **Barker v. City of Portland**, 67 Or App 23, 676 P2d 1391 (1984).*