

## INFORMATIONAL COVER FOR EXECUTIVE MINUTES TEMPLATE

*This template provided is not intended to be a required template to be used by public bodies in the State of Oklahoma to comply with the Open Meeting Act's requirements.*

### Open Meeting Act requirements

1. Section 312 requires that public body proceedings be kept “in the form of written minutes which shall be an official summary of the proceedings showing those members present and absent, all matters considered, and all actions taken.” [25 O.S.2021, § 312\(A\)](#).
2. Minutes must be taken during executive session. [Berry v. Bd. of Governors of the Registered Dentists of Okla., 1980 OK 45, ¶ 12, 611 P.2d 628, 632](#).
3. Minutes should be written in plain language—simple, direct, and comprehensible to a person of ordinary education and intelligence. [2012 OK AG 24, ¶ 23](#).
4. Minutes should not be written deliberate vague or misleading. [2012 OK AG 24, ¶ 23](#).
5. Minutes should be a summary of the executive session rather than a transcription word for word of all things said during the executive session. [2012 OK AG 24, ¶ 26](#).
6. Nothing under Section 312 requires a public body to approve executive session minutes.

### Recommended Dos and Don'ts

1. **DO:** If the public body's clerk or secretary is not allowed into executive session, then a member of the public body, the agency head (if present), or counsel should be designated as the clerk or secretary for the purposes of executive session.
2. **DO:** Record entry and exit of members and persons in executive session  
Consistent with [2012 OK AG 24](#), the minutes should record when members or persons enter and leave executive session. Generally, executive sessions are for public body members *only*.
3. **DO:** Bring the minutes template into executive session, take the minutes in writing, and seal the minutes prior to exiting executive session.
4. **DO:** Seal the minutes in a secure envelope.
5. **DO:** Seal any documents distributed in executive session with the minutes or ensure that any circulated copies of [a] document(s) are taken back up and destroyed.
6. **DO:** Document when and why any time executive session minutes are unsealed and reviewed.
7. **DO:** Consider making the following announcement after the public body votes to exit executive session—

“Let the record reflect that the Board voted to enter into executive session at XX:XX [a.m./p.m.] and exited executive session at XX:XX [a.m./p.m.]. The Board discussed only Agenda Item No. [X], [description of agenda item]. No votes or action were taken.

8. **DON'T:** Transcribe written executive session minutes following executive session and meeting adjournment. All the follow-up tasks after a meeting often delay your ability to

transcribe minutes. Memory fades over time, so the accuracy of the minutes may be affected if significant time passes between taking the minutes and transcribing them.

9. **DON'T:** Distribute the minutes to anyone after the meeting.

**Please adapt the template to meet your public body's needs.**

