

# 4 STEPS

## FOR CONSIDERING EMPLOYMENT IN EXECUTIVE SESSION

### When you can hold an executive session for hiring?

A governing body of a public body can meet in executive session to talk about hiring a public officer, employee, staff member or individual agent. Statutes can be found in ORS 192.660(2)(a) and ORS 192.660(7)(d)(A-D).

**BEFORE** you can discussing hiring in executive session, the governing body must take the following steps:



### Advertise the Vacancy

The public body must advertise the vacancy.

1



### Adopt Hiring Procedures

The public body must adopt regular hiring procedures.

2



### For Chief Executive Officer

Governing body adopts the following at a public meeting where public has opportunity to comment:

- Hiring standards (example: DAS hiring practices)
- Criteria (example: position description)
- Policy directives (example: agency/position goals)

3



### For an Officer

Public has opportunity to comment on the employment of the individual officer.

(Examples: Stakeholder meetings, candidate meet and greets)

4



### In executive session you cannot discuss:

- Filing an elected position when it becomes empty.
- Filling a vacancy on any public committee, commission or other advisory group.
- Discussing general employment policies.
- Discussing an officer's salary when hiring them.
- Making a final decision. A governing body must return to a public meeting before taking a final action.