

City of Dallas, Georgia

Policy on Attendance at Executive (Closed) Sessions

(Adopted by City Council on: _____)

Section 1 - Executive Session Procedures

1. Purpose

The purpose of this policy is to ensure that executive (closed) sessions of the Dallas City Council are conducted in compliance with the Georgia Open Meetings Act (O.C.G.A. § 50-14-1 et seq.) and that confidentiality of discussions is protected.

2. Authority

This policy is adopted pursuant to the Georgia Open Meetings Act, which permits closed sessions only for specific purposes, including:

- Personnel matters
- Pending or potential litigation
- Real estate acquisition or disposal

3. Scope

This policy applies to all executive sessions of the City Council of Dallas, Georgia.

4. Authorized Attendance

Attendance at executive sessions shall be strictly limited to the following individuals:

- Mayor – Presiding officer of the City Council.
- City Councilmembers – Voting members of the governing body.
- City Attorney – To provide legal advice and ensure compliance with applicable laws.
- City Manager – Always authorized to attend executive sessions in his official capacity.
- City Clerk – To record and safeguard the required affidavit and certifications regarding the closed session.

5. Additional Attendees

- Other staff members or consultants may only attend by formal motion and majority vote of the City Council.
- The motion must identify the individual(s) and the specific purpose for their attendance.
- Once their purpose has been fulfilled, they must leave the executive session immediately.

6. Prohibited Attendance

The following individuals shall not attend executive sessions:

- Members of the public
- Friends or family of elected officials
- Staff not directly involved in the matter under consideration
- Members of the media

7. Confidentiality

All discussions in executive session are confidential. Disclosure of information discussed in closed session, except as required by law (e.g., formal votes must occur in open session), is prohibited. Unauthorized disclosure may result in disciplinary or legal consequences.

8. Procedure

- Prior to each executive session, the City Attorney shall confirm the lawful basis for entering into closed session.
- At the outset of the session, the City Attorney shall advise which individuals are permitted to remain present.
- The Mayor shall ensure this policy is enforced consistently.

Approved and adopted by the City Council of Dallas, Georgia on: October 6, 2025.

Signed: _____ (Mayor)

Attest: _____ (City Clerk)