

Stephen Clough

From: FOIA Council <foiacouncil@dls.virginia.gov>
Sent: Tuesday, March 17, 2026 12:22 PM
To: Stephen Clough
Cc: pstrother@strotherlaw.com
Subject: Re: Closed session for interviews.

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Dear Stephen:

The announcement at an open meeting is all that is required here (the normal closed meeting motion and certification afterward do not apply- these interviews are exceptions to the usual requirements). Some public bodies do choose to do a certification at their next public meeting after the interviews have been conducted just for increased public awareness, but it is not required.

- Alan

On Tue, Mar 17, 2026 at 11:38 AM Stephen Clough <sclough@warrentonva.gov> wrote:

Good morning all!

I'm hoping you may already have an opinion or can help me ensure I'm documenting everything right to ensure the Town Council is following best practice for Closed Session interviews of perspective Town Manager candidates.

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

B. The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter.

To ensure compliance it appears that if stated at the open meeting, the Town Council would not need to advertise a meeting but would still need to swear into the closed session to conduct the interviews.

Do you have any written guidance on this or can you help me ensure I'm following best practices?

Thank you.

Stephen Clough, MMC

Town Clerk, FOIA Officer

Department of the Town Clerk



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Thank you for contacting this office. I hope I have been of assistance.

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