



SAMPLE AFFIDAVIT

Since the role of the school council is advisory, it is difficult to create many scenarios in which the school council would discuss matters which fall under the legal reasons for closing a meeting. However, a sample affidavit is provided below if it becomes necessary for the school council to go into executive session. The affidavit must be signed, notarized, and placed with the minutes of the meeting. It is recommended that before making a motion and voting to go into executive session, the chairperson and every other member of the school council review the provisions of the Open Meetings Act and seek legal advice if the reason for closing the meeting is not identified clearly in the law.

Affidavit

The undersigned chairperson or presiding officer, under oath, certifies that at a meeting of the _____ School Council held on _____, the School Council closed its meeting as permitted by the Open Meetings Act of Georgia [O.C.G.A. 50-14-1 through 50-14-6]. The only matter(s) considered or discussed during the closed meeting are as indicated below:

_____ To discuss future acquisition of real estate [O.C.G.A. 50-14-3 (4)].

_____ To discuss or deliberate the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of an employee [O.C.G.A. 50-14-3 (6)].

_____ To consult with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or an officer or employee or in which the officer or employee may be directly involved [O.C.G.A. 50-14-2].

_____ To consider a matter involving the disclosure of personally identifiable information from a student's educational records [20 USC 1232g].

This _____ day of _____, _____

Signature of Chairperson or Presiding Officer

Sworn to & Subscribed Before Me
On The Above Indicated Date:

Notary Public, State of Georgia
Commission Expires _____