



Citizens of the World Charter Schools Kansas City (CWCKC) Closed Session Instructions

The Missouri Open Meeting Law (often referred to as the Sunshine Law) requires public boards, such as CWCKC, to move into a closed session in a specific way and is outlined as follows:

- To go into a closed session, a member of the Citizens of the World Charter Schools Kansas City Board of Directors must make the following motion:

*“I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, RSMo, for the purpose of **(insert the language of the provision(s) cited)**. The Sunshine Law declares Missouri’s commitment to openness in government in § 610.011, RSMo.: ‘It is the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law. Sections 610.010 to 610.200 shall be liberally construed, and their exceptions strictly construed to promote this public policy.’” Further, RSMo Section 610.022 Subsection 3. states as follows: 3. “Any meeting or vote closed pursuant to section 610.021 shall be closed only to the extent necessary for the specific reason announced to justify the closed meeting or vote. Public governmental bodies shall not discuss any business in a closed meeting, record or vote which does not directly relate to the specific reason announced to justify the closed meeting or vote. Public governmental bodies holding a closed meeting shall close only an existing portion of the meeting facility necessary to house the members of the public governmental body in the closed session, allowing members of the public to remain to attend any subsequent open session held by the public governmental body following the closed session.”*

- A “second” is needed for the motion to go into a closed session to proceed.
- A roll call vote must be taken to move into closed session.
- The board of directors must move to a new location and allow the public to remain in the original meeting space. If the board meeting is electronic, such as Zoom, the board of directors will need to convene in a Zoom breakout room or in another Zoom meeting room.
- Someone should be designated to take minutes during the closed session.

- The minutes from the closed session must be approved by the Board of Directors during the next meeting. The times the closed portion of the meeting starts and concludes, as well as all those in attendance are to be recorded in the minutes.
- A board member must make a motion to return to the open session. A roll call vote is required to return to an open session.
- The open meeting minutes must reflect the time the open meeting resumed.
- Boards may only adjourn from an open meeting.