



City & Borough of Sitka
Municipal Clerk's Office

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Memorandum

To: Mayor and Assembly Members

Cc: Municipal Administrator, Mark Gorman and Municipal Attorney Robin Koutchak

From: Municipal Clerk Colleen Ingman, MMC

Date: December 17, 2014

Subject: Code Clarification Executive Session Invites

Executive session is not a secret meeting. It is a part of the public meeting from which the public may be excluded that is conducted in private with only members of the governing body and any person(s) invited in by the governing body present.

Historically, the municipal administrator, municipal attorney, and parliamentarian have been included in executive sessions; however, Sitka General Code is silent on the process.

In order to give clarity to future assemblies and staff it is recommended that our current procedure be codified resulting in the attached ordinance for your consideration.

Attachment