

**Model Executive Session Minute Language for insertion  
at the beginning of executive session**

An executive session meeting of the Board of [name of entity] is being convened at [time] on [date] for the sole purpose of discussing [topic described in the Motion] as authorized by [statutory citation]. Attending are [names and titles of all persons present during the executive session].

**If Privileged Attorney-Client Communications occur during the Executive Session  
the attorney should state on the Record:**

I am \_\_\_\_\_, acting as counsel to the board of Trustees of \_\_\_\_\_  
\_\_\_\_\_ in this executive session. Pursuant to section 24-6-402(d.5)(ii)(B), no  
record will be kept of the portions of the executive session following this statement because, in  
my opinion the discussions constitute privileged attorney-client communications pursuant to  
section 24-6-402(4)(b).

**Model Regular Session Minute Language for insertion  
after the close of executive session**

An executive session of the Board of [name of entity] convened at [time] on [date] for the sole  
purpose of discussing [topic discussed with as much detail as possible] as authorized by  
[statutory citation]. Attending were [names and titles of all persons present during the executive  
session]. During the executive session the board discussed or received advice regarding  
[description of actual contents of the executive session discussion as stated in the motion to  
convene into executive session].\* The Board did not engage in substantive discussion of any  
matter not enumerated in section 24-6-402(4), C.R.S. The Board did not adopt any policy,  
position, resolution, rule, regulation or take any formal action. The executive session meeting  
was adjourned at [time] and we have reconvened in regular session.

\* If any person other than Board members were present during the executive session, the  
minutes should also include: "At no time during the executive session did [name(s) of  
non-board member(s)] participate in or influence the Board's deliberations."

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or contact any of our attorneys at 303-770-2700.

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