



University of North Carolina at Charlotte
Summary and General Accounting of Public Body Meeting

DATE: _____

Executive Members Present:

Executive Members Absent:

Location:

Under the guidance of the North Carolina Open Meetings Law, the Public Body of _____ convened on _____, 20____.
The meeting was called to order at _____ a.m./p.m.

Pursuant to N.C.G.S. 143-318.11(a)(1), and in compliance with the federal *Family Educational Rights to Privacy Act* ("FERPA"), a motion was made by _____ to go into closed session to discuss and prevent the disclosure of privileged individual student record information. The motion was seconded by _____.

A motion was made to go back into open session by _____ at _____ a.m./p.m., and seconded by _____.

The meeting was adjourned at _____ a.m./p.m.

Signature of Chair

Signature of Secretary/Recorder