

# Sample Affidavit for Closed Session

Affidavit of \_\_\_\_\_  
(name of board chair)

\_\_\_\_\_ County, State of Georgia

Personally appeared before the undersigned attesting officer duly authorized to administer oaths,  
\_\_\_\_\_, who, on oath, after being duly sworn, deposes and says:

-1-

My name is \_\_\_\_\_ and I reside at  
\_\_\_\_\_.

-2-

I presided over a meeting of the \_\_\_\_\_ Board of Trustees,  
which took place on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m./p.m. at  
(date) (time)  
\_\_\_\_\_  
(location and address)

-3-

The closed portion of the meeting was devoted to matters covered within the specific exceptions to the  
Open Meetings Act, as provided in O.C.G.A. 50-14-3.

-4-

Specifically, the matters attended to are covered by O.C.G.A. \_\_\_\_\_ and  
(section)  
consisted of discussion of \_\_\_\_\_  
\_\_\_\_\_.

Further Affiant sayeth not.

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(print name)

\_\_\_\_\_ Library Board

Sworn to subscribed before me,

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_