

**MOTION BY TOWN BOARD MEMBER TO
REQUEST CLOSED SESSION OF TOWN BOARD** [Wis. Stats. 19.85]
(https://docs.legis.wisconsin.gov/statutes/townlaw/forms/_000032?view=section)

I, _____, on _____, 20__, at the properly noticed and called town board meeting of the Town of _____, _____ County, Wisconsin, with a quorum of the town board present and voting, as a voting and authorized member of the town board, move and request the town board now for a closed session of the town board, under s. 19.85, Wis. stats., and I move and request, for the record in the town board minutes, a roll call vote of the town board members present and voting on this motion.

(I respectfully include in this motion and request that the town board approve the following persons to be allowed to enter and remain in the approved closed session, subject to the individual or group removal of any person from the closed session at any time by majority vote of the town board members present and voting in the closed session: [name persons]_____.)

[Include either Option 1 or 2, as applicable.]

[Option 1] – The town board will be adjourning at the end of the closed session.

[Option 2] – The town board will reconvene into open session after the closed session.

The nature of the business to be considered in the closed session is the following:
[Review attorney client privileged information.] *OR* [state specific nature of business to be considered in closed session].

The specific exemption or exemptions claimed for a closed session under s. 19.85, Wis. Stats. are: [19.85 (1)(g) and (1) (e).] *OR* [cite specific statute exemptions].

FORM TO USE TO RECORD MINUTES OF A CLOSED SESSION

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(I respectfully include in this motion and request that the town board approve the following persons to be allowed to enter and remain in the approved closed session, subject to the individual or group removal of any person from the closed session at any time by majority vote of the town board members present and voting in the closed session: [name persons]_____.)

[Include either Option 1 or 2, as applicable.]

[Option 1] – The town board will be adjourning at the end of the closed session.

[Option 2] – The town board will reconvene into open session after the closed session.

The nature of the business to be considered in the closed session is the following:
[Review attorney client privileged information.] *OR* [state specific nature of business to be considered in closed session].

The specific exemption or exemptions claimed for a closed session under s. [19.85](#), Wis. Stats. are: [19.85 (1)(g) and (1) (e).] *OR* [cite specific statute exemptions].

Name of Recorder of minutes: _____

Members present: _____

Time:

Motion (to go into closed session) made by _____
Second _____

Roll Call Vote: _____

Motion made to close session made by _____ Second _____

Motion Approved _____

Time closed session ends: _____