



**Executive Office of the Mayor
Vaughn D. Spencer**

March 26, 2014

MEMORANDUM

TO: Managing Director
City Solicitor
Department Heads

SUBJECT: Administrative policy on participation in city council executive sessions

Having become increasingly concerned with the level of discussion and apparent decision making that has taken place within recent executive sessions with city council, I am issuing a directive to the administration restricting participation in such sessions to instances where exemptions to the Pennsylvania Sunshine Act are clear and confirmed by the solicitor, and the entering into such sessions within open meetings are properly handled according to the law.

Effective immediately, the managing director and department heads are to closely monitor the use of executive sessions while in city council meetings, and if the solicitor indicates that the call to executive session may be questionable yet council continues to close the meeting, all administration officials are to step out of the meeting.

This intent of this policy is by no means designed to avoid sensitive discussions with city council; the Sunshine Act allows for a number of appropriate exemptions, including personnel and litigation. In addition, I always welcome private meetings with the members that do not exceed the quorum of the body. However, if the forum is a public meeting and subject to the Sunshine Act, the above rules shall be respected as a measure of caution towards compliance with state law.


Vaughn D. Spencer, Mayor