[AGENCY NAME]

CLOSED MEETING AFFIDAVIT

STATE OF UTAH

[AGENCY NAME]

Having first been duly sworn, comes now [AGENT NAME], who deposes, states and affirms as follows:

1. I am a member of, and Chair of, the [AGENCY NAME] (the “Agency”).
2. A meeting of the [AGENCY] was held on [DATE].
3. I presided over the Agency meeting.
4. During the course of the meeting, upon the affirmative vote of at least two-thirds of the voting power of the Agency present, the meeting was closed for [ENTER CLOSED SESSION DETAILS IN ACCORDANCE [UTAH CODE SECTION 52-4-205(1)](https://le.utah.gov/xcode/Title52/Chapter4/52-4-S205.html?v=C52-4-S205_2024050120240501)].

Further Affiant sayeth naught.

[NAME, TITLE]

SUBSCRIBED AND SWORN to before me this day of , [YEAR].

Notary Public