

- (2) Delivery to representatives of the news media that regularly report on meetings of the executive public body or the activities of State Government;
- (3) If prior public notice of this method has been given, by posting or depositing the notice at a convenient public location at or near the place of the meeting; or
- (4) Any other method reasonably designed to give public notice.

4. Minutes

- (a) Every executive public body shall keep written minutes of all of its meetings. The minutes shall include a synopsis of all matters discussed and all actions taken, as well as a record of the vote of each member on all actions taken.
- (b) These minutes shall be promptly prepared and shall be open to public inspection during ordinary business hours. However, minutes of a meeting lawfully held in executive session shall not be open to public inspection if such inspection would frustrate the purpose for having the executive session.

5. Sanctions for Violations

Any member of an executive public body who willfully violates, or willfully participates in the violation of Article 41, Section 14 of the Code or this Executive Order is, by that action, subject to removal from office for misconduct pursuant to Article II, Section 15 of the Constitution of Maryland or by virtue of his serving, directly or indirectly, at the pleasure of the Governor.

6. Effective Date

This Executive Order shall take effect July 1, 1976, and shall be applicable to all meetings held thereafter.

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PROCLAMATION OF NOVEMBER 10, 1976

STATE OF EMERGENCY - FREDERICK COUNTY