

REVISOR'S NOTE: This section is new language derived without substantive change from former Art. 76A, § 11(a) and (b)(1).

In subsection (a)(8) of this section, the former reference to "attorneys" is deleted as unnecessary in light of the broad reference to "other individuals" in subsection (a)(8) of this section and the broad reference to "counsel" in subsection (a)(7) of this section.

In subsection (a)(14) of this section, the words "individually recorded", which formerly modified the word "vote", are deleted as unnecessary in light of § 4-109(c)(2)(ii) of this subtitle.

Defined terms: "Includes"; "including" § 1-101  
"Meet" § 4-101 "Public body" § 4-101

4-109. MINUTES.

(A) SCOPE OF SECTION.

THIS SECTION DOES NOT LIMIT THE MATTERS THAT A PUBLIC BODY MAY INCLUDE IN ITS MINUTES.

(B) REQUIRED.

AS SOON AS PRACTICABLE AFTER A PUBLIC BODY MEETS, IT SHALL HAVE WRITTEN MINUTES OF ITS SESSION PREPARED.

(C) CONTENTS.

(1) THE MINUTES SHALL REFLECT:

- (I) EACH ITEM THAT THE PUBLIC BODY CONSIDERED;
- (II) THE ACTION THAT THE PUBLIC BODY TOOK ON EACH ITEM; AND
- (III) EACH VOTE THAT WAS RECORDED.

(2) IF A PUBLIC BODY MEETS IN CLOSED SESSION, THE MINUTES FOR ITS NEXT OPEN SESSION SHALL INCLUDE:

- (I) A STATEMENT OF THE TIME, PLACE, AND PURPOSE OF THE CLOSED SESSION;
- (II) A RECORD OF THE VOTE OF EACH MEMBER AS TO CLOSING THE SESSION; AND
- (III) A CITATION OF THE AUTHORITY UNDER THIS SUBTITLE FOR CLOSING THE SESSION.