

(2) BEFORE A PUBLIC BODY MEETS IN CLOSED SESSION, THE PRESIDING OFFICER SHALL:

(I) CONDUCT A RECORDED VOTE ON THE CLOSING OF THE SESSION; AND

(II) MAKE A WRITTEN STATEMENT OF THE REASON FOR CLOSING THE MEETING, INCLUDING A CITATION OF THE AUTHORITY UNDER THIS SECTION, AND A LISTING OF THE TOPICS TO BE DISCUSSED.

(3) IF A PERSON OBJECTS TO THE CLOSING OF A SESSION, THE PUBLIC BODY SHALL SEND A COPY OF THE WRITTEN STATEMENT REQUIRED UNDER PARAGRAPH (2) OF THIS SUBSECTION TO THE BOARD.

(4) THE WRITTEN STATEMENT SHALL BE A MATTER OF PUBLIC RECORD.

10-509.

(a) This section does not:

(1) require any change in the form or content of the ~~Senate~~ Journal OF THE SENATE OF MARYLAND or ~~House~~ Journal OF THE HOUSE OF DELEGATES OF MARYLAND; or

(2) limit the matters that a public body may include in its minutes.

(b) As soon as practicable after a public body meets, it shall have written minutes of its session prepared.

(c) (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; AND

(IV) A LISTING OF THE TOPICS OF DISCUSSION, PERSONS PRESENT, AND EACH ACTION TAKEN DURING THE SESSION.

(3) (1) A CLOSED SESSION MAY BE TAPE RECORDED.