

**RESOLUTION REGARDING
CLOSED SESSION MINUTES**

WHEREAS, the Mayor and Town Council meets, from time to time, in closed session to discuss items permitted to be discussed in such sessions by the Maryland Open Meetings Act ("Act" hereinafter) Section 10-501, et seq., State Government Article, Annotated Code of Maryland; and

WHEREAS, the Act provides that minutes and tape recordings (if any) of a closed session shall generally be sealed and not open to public inspection, with certain exceptions, and

WHEREAS, by practice and custom, minutes of closed sessions have been made public when the minutes are approved by the Mayor and Town Council; and

WHEREAS, the Mayor and Town Council believe it would be in the best interest of the Town to keep sealed the minutes and any tape recordings of a closed session, unless one of the statutory exceptions apply.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Town Council of the Town of Brentwood, Maryland that the provisions regarding minutes contained in Act will be adopted for the Town; specifically, as follows:

- I. Written minutes shall be prepared as soon as practicable after any meeting of the Mayor and Town Council.
- II. The minutes shall reflect:
 - a. each item considered by the Mayor and Town Council;
 - b. the action that was taken on each item; and
 - c. each vote that was recorded
- III. When the Mayor and Town Council meets in closed session, the minutes for the next open session shall include:
 - a. a statement of the time, place, and purpose of the closed session;
 - b. a record of the vote of the Mayor and each Councilmember as to closing the session;
 - c. a citation of the authority under the Act for closing the session;
and
 - d. a listing of the topics of discussion, persons present, and each

action taken during the closed session.

IV. The closed session may, but need not be tape recorded.

V. The minutes and any tape recordings of closed meetings shall be preserved for at least one (1) year.

VI. Except as provided in Section VII below, the minutes and any tape recordings of a closed session shall be sealed and may not be open to public inspection.

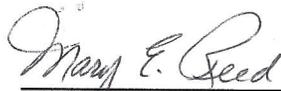
VII. The minutes and any tape recordings of a closed session shall be unsealed and open to public inspection as follows:

- a. On request of a person or on the initiative of the Mayor and Town Council, if a majority of the Mayor and Town Council present and voting vote in favor of unsealing the minutes and any tape recordings.
- b. For a meeting closed under Section 10-508(a)(5) of the Act, when the funds are invested.
- c. For a meeting closed under Section 10-508(a)(6) of the Act, when the public securities being discussed have been marketed.

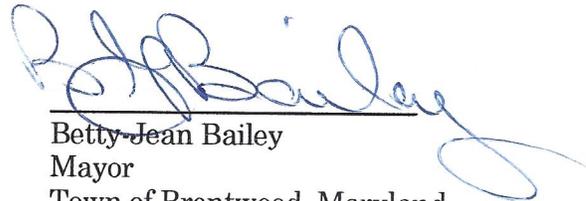
Adopted by the Mayor and Council of the Town of Brentwood, Maryland, at a regular meeting on the 17th day of August, 1998 and effective immediately upon passage.

THE TOWN OF BRENTWOOD, MARYLAND

WITNESS



Mary E. Reed
Town Clerk



Betty Jean Bailey
Mayor
Town of Brentwood, Maryland

Approved as to form and legal sufficiency:

Andrew W. Nussbaum
Town Attorney