

Requirements for Minutes of Public Meetings in compliance with the new Open Meeting Law effective July 1, 2010

MEETING MINUTES

- Meeting minutes shall be created and approved in a timely manner *AND* filed with the Town Clerk's Office
- Minutes must state the date, time, place of the meeting and list the members present
- Minutes must include a summary of discussion of each topic
- Minutes must include decisions made and actions taken including a record of all votes (Votes in executive session must be by roll call)
- Minutes, even in draft form, and others materials and exhibits used by the public body must be disclosed to the public within 10 days of request (unless exempt from disclosure)
- Minutes must include a list of all documents and other exhibits (reports, photographs, recordings maps, etc.) used by the body and indicate where these documents are maintained (permanent record)

NOTES:

- A filing system will have to be created to catalog these documents within those departments where applicable