

## **MINUTES OF OPEN MEETINGS**

1. Create and maintain accurate minutes of all open meetings setting forth:
  - a. the date, time and place,
  - b. the members present or absent,
  - c. a summary of the discussions on each subject,
    - i. first type the agenda item number and title
    - ii. underneath the title, type the summary
  - d. the decisions made and the actions taken,
  - e. the record of all votes,
  - f. a list of documents and other exhibits used at the meeting  
(staff will attach the list at the end of the draft minutes for committee members)
2. No vote taken at an open session shall be by secret ballot.
3. Minutes must be created and approved in a timely manner.
  - a. if they exist and whether approved or in draft form
  - b. shall be made available upon request by any person within 10 days
4. Documents and other exhibits, such as photographs, recordings or maps
  - a. used by the body at an open session
  - b. part of the official record of the session