


TOWN OF WOODFIN - POLICY STATEMENT		Policy #:	
Department: Administration		Issuing Date:	
	Policy Title:	Effective Date:	
	Open & Closed Meeting Minutes Policy	Revised Date:	N/A
		Prepared By:	Ryan Vinson, Town Clerk
		Approved By & Date:	Board of Commissioners

PURPOSE: To standardize the process in which Board of Commissioners’ open and closed meeting minutes are taken, recorded, approved, and released to the public in accordance with [North Carolina General Statute Article 33C – Meeting of Public Bodies §143-318.10 - 11](#).

POLICY:

I. Open Session Minutes
It shall be the responsibility of the Town Clerk, Deputy Town Clerk, or staff board liaison to take meeting minutes for all town board and committee meetings, including, but not limited to, regular meetings, special meetings, workshops, and emergency meetings.

Recording Open Session Minutes

Open session meetings shall be documented through a combination of voice and audio recordings, along with a written set of action minutes.

- A. Video and voice recordings.** All meetings shall be documented with video and voice recordings.
 1. Video recordings shall be made publicly available within two days of the meeting and shall serve as the detailed account of the meeting.
 2. A voice recording will be maintained as secondary (back-up) documentation.
 3. All recordings shall be stored on a portable data storage device and maintained for a minimum period of seven years.
- B. Action minutes.** Except for the Board of Adjustment, meeting minutes will be taken in the form of written action minutes. Action minutes will include:
 1. A listing of all agenda items
 2. All motions made in their entirety (verbatim)
 3. All individual board member votes (aye or nay)
 4. A recording of the start and end time of the meeting
 5. A recording of the start time of each agenda item
- C. Quasi-judicial (Board of Adjustment) hearing minutes.** In lieu of action minutes, a detailed written summary of the agenda items and the discussion about those items will be recorded by the Town Clerk, Deputy Town Clerk, or staff liaison.
- D. Access to minutes.** Video recordings and action minutes shall be publicly available on the town’s website. In addition, the Town Clerk or Deputy Town Clerk shall provide copies of recordings, action minutes, and/or quasi-judicial hearing minutes to members of the public upon request.

Review and Approval of Open Session Minutes

- A. Preparation of draft minutes.** A draft set of minutes will be prepared the by the Town Clerk, Deputy Town Clerk, or staff liaison within 10 business days of the meeting and

sent to the Town Manager for review. These minutes shall be clearly labeled “DRAFT” until adoption.

- B. Adoption of minutes by the board members.** Once approved by the Town Manager, draft minutes will be circulated to all board members prior to the next regular meeting for review. Minutes may be adopted or amended per the Board of Commissioners adopted Rules of Procedure.

Posting and Archiving of Open Session Minutes

Once adopted by the Board of Commissioners, the Mayor and the Town Clerk or Deputy Town Clerk will sign the minutes after which they will be uploaded to the town webpage and saved and archived in accordance with the standards set forth by the North Carolina Department of Natural and Cultural Resources Record Retention Schedule.

II. Closed Session Minutes and General Accounts

It shall be the responsibility of the Town Clerk, Deputy Town Clerk, or staff liaison to take meeting minutes and general accounts for all Board of Commissioners closed sessions, including, but not limited to those that occur during regular meetings, special meetings, workshops, and emergency meetings. The procedures for closed session minutes and general accounts shall be as follows:

Recording Closed Session Minutes and General Accounts

Closed session meetings shall be documented through a combination of written minutes and general accounts.

- A. Minutes and general accounts combined.** Closed session minutes and general accounts shall identify the agenda items and a general account of the discussion on each item and shall be combined into a single document.
- B. Voice recording.** All closed meetings may be documented with a voice recording as a secondary (back-up) account. All recordings shall be and stored on a portable data storage device and maintained for a minimum period of seven years.

Review and Approval of Closed Session Minutes and General Accounts

- C. Preparation of draft minutes.** A draft set of minutes will be prepared the by the Town Clerk or Deputy Town Clerk within 10 business days of the meeting and sent to the Town Manager for review. These minutes shall be clearly labeled “DRAFT” until adoption.
- A. Review of closed session minutes and general accounts.** Once approved by the Town Manager, a draft of the closed session minutes and general accounts will be circulated to all board members prior to the next regularly scheduled meeting that includes a closed session.
- B. Approval of closed session minutes and general accounts.** Approval of the closed session minutes and general accounts shall occur in open session and shall be included as part of the action minutes for the meeting.

Release of Closed Session Minutes and General Accounts

- A. Sealing of closed session minutes and general accounts.** Closed session minutes and general accounts are automatically sealed from public inspection.

- B. Release of closed session minutes and general accounts.** Closed session minutes and general accounts shall be released upon request, on a case-by-case basis, after the Town Attorney has determined that the matter is resolved and will no longer frustrate the public.

Archiving Closed Session Minutes and General Accounts

The written closed session minutes and general accounts shall be saved and archived in accordance with the standards set forth by the North Carolina Department of Natural and Cultural Resources Record Retention Schedule.

SCOPE: This policy applies to all Town of Woodfin Advisory Boards, Committees, and Commissions.

COMMENTS: Policy should be reviewed annually and updated as necessary.

POLICY AUTHORITY: Please contact the Town Manager at 828-253-4887 with any questions pertaining to this policy.

DRAFT