



**RESOLUTION
TO ESTABLISH POLICY FOR APPROVAL AND OPENING OF
CLOSED SESSION MINUTES AND GENERAL ACCOUNTS**

WHEREAS, The North Carolina Open Meetings Statute G.S. §143-318.00 allows public bodies to meet in Closed Session for certain purposes; and

WHEREAS, the Statute requires “full and accurate minutes” and “a general account of Closed Session so that a person not in attendance would have a reasonable understanding of what transpired,” for all Closed Session meetings, and requires these documents be made public once it is determined that public inspection would no longer frustrate the purpose of a Closed Session.

NOW, THEREFORE, BE IT RESOLVED that the Jackson County Board of Commissioners does hereby establish the following policy for approval and opening of Closed Session minutes and general accounts:

- The Board shall approve the Closed Session minutes and general account in Closed Session “to prevent the disclosure of information that is made privileged or confidential by G.S. §143-318.10(e)”. Upon approval of Closed Session minutes and general account, said minutes and general account are deemed to be sealed until otherwise opened pursuant to the terms of this Resolution.
- The Board delegates to the County Attorney, County Manager and the Clerk to the Board the responsibility to periodically review the Closed Session minutes and general accounts and open the Closed Session minutes and general accounts for which the purpose of the Closed Session would no longer be frustrated by keeping them closed.
- The Board authorizes the County Attorney to sign and date the action to open any Closed Session minutes or general account; and to sign and date the action upon determination that any Closed Session minutes or general accounts should remain permanently sealed.
- The Board authorizes the Clerk to insert the opened Closed Session minutes and general accounts into a separate “Opened Closed Session Minutes and General Accounts Book”. The Closed Session minutes and general accounts the County Attorney determines should remain permanently sealed shall be kept in a separate “Sealed Closed Session Minutes and General Accounts Book”.

ADOPTED: _____

Attest:

Angela M. Winchester,
Clerk to Board

Brian Thomas McMahan, Chairman
Jackson County Board of Commissioners