

TOWN OF ST JAMES

Council Policy #2018-002

POLICY ON CLOSED SESSION MINUTES

1. North Carolina General Statutes provide for limited reasons when the Town Council may go into Closed Session.
2. Further, the General Statutes require that either minutes or a general accounting of the discussion be prepared to memorialize the meeting.
3. Minutes and a general accounting of the closed session are not available for public review until such time that the subject matter is no longer required to be considered confidential. Some matters may always be considered confidential and not ready for release to the public.
4. The Town Council strives to maximize transparency so that the public may have as much information as possible.

Policy statement: On an as needed basis, but at least once a year in June, the Mayor in conjunction with the Town Manager, shall review the closed session records to determine which records may be made available for public review. All such records will be published on the Town Web Site.