

**RESOLUTION #14-50:**

**A RESOLUTION ADOPTING A POLICY REGARDING UNSEALING CLOSED SESSION MINUTES FOR THE VILLAGE OF PINEHURST.**

**THAT WHEREAS**, on April 8, 2003 the Pinehurst Village Council adopted a policy for the process of unsealing closed session minutes; and

**WHEREAS**, from time to time policies need to be updated to reflect the true nature of the work performed by staff and Council and improvements to the process and procedures; and

**WHEREAS**, it is important and in the public's best interest that the Village of Pinehurst make all minutes and general accounts of closed session meetings public unless their release will frustrate the purpose of the closed session.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled on the 12<sup>th</sup> day of August, 2014, as follows:

**SECTION 1.** It shall be the policy of the Village of Pinehurst for the Village Council to unseal all closed session minutes by using the following guidelines:


- a) The Village Clerk should keep a listing of all sealed and unsealed closed session minutes for the Village Council.
- b) Once per year, the Village Clerk shall review the list with the Village Manager and the Village Attorney to determine which closed session minutes are able to be unsealed.
- c) The Village Manager should share the suggested minutes to unseal through a correspondence with the Village Council.
- d) Upon no objection by the Village Council, the minutes would then be unsealed by the Village Clerk.
- e) Upon unsealing, the Village Clerk shall file the minutes in the Minutes Book according to the meeting dates and update the listing file and minute book file.
- f) The Village Clerk shall send an email with the listing of unsealed closed session minutes to the email notification list.

**SECTION 2.** That this Resolution shall be and remain in full force and effect from the date of its adoption.

**THIS RESOLUTION** passed and adopted this 12<sup>th</sup> day of August, 2014.



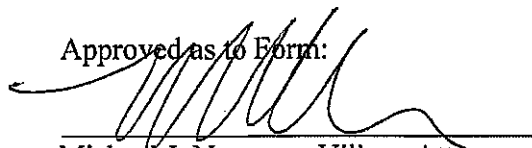
VILLAGE OF PINEHURST  
VILLAGE COUNCIL

By:   
Nancy Roy Fiorillo, Mayor

Attest:

  
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Lauren M. Craig, Village Clerk

Approved as to Form:

  
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Michael J. Newman, Village Attorney