

	<b>Opinion</b>	<b>Page</b>
<b>CLOSED SESSION PROCEDURES</b>		
<i>General</i>		
Failure to meet procedural requirements violated Act	<a href="#"><u>00-6</u></a> . . . . .	24
	<a href="#"><u>00-11</u></a> . . . . .	50
	<a href="#"><u>01-8</u></a> . . . . .	115
Invocation of exception not linked to anticipated discussion violates Act	<a href="#"><u>03-19</u></a> . . .	345
Oral presentation at next open session about prior closed session not required by Act	<a href="#"><u>03-18</u></a> . . .	340
Public body has discretion to conduct a separate closed session or a closed session before or after an open session	<a href="#"><u>03-4</u></a> . . . . .	264
<i>Voting</i>		
Failure to vote violated Act	<a href="#"><u>02-2</u></a> . . . . .	173
	<a href="#"><u>03-11</u></a> . . .	307
Motion to close session must be made by member of public body	<a href="#"><u>02-8</u></a> . . . . .	209
Voice vote permissible so long as individual votes are recorded	<a href="#"><u>02-6</u></a> . . . . .	197
Vote must be taken immediately preceding closed session	<a href="#"><u>00-2</u></a> . . . . .	4
<i>Written Statement</i>		
Description of topic that simply reiterates statutory authority is inadequate	<a href="#"><u>01-6</u></a> . . . . .	101
	<a href="#"><u>03-17</u></a> . . .	335
Failure to prepare written statement violated Act	<a href="#"><u>00-3</u></a> . . . . .	8
	<a href="#"><u>02-2</u></a> . . . . .	173
	<a href="#"><u>02-13</u></a> . . .	233
	<a href="#"><u>03-11</u></a> . . .	307
Omission of reason for closing violates Act	<a href="#"><u>01-12</u></a> . . .	136
Preparation of written statement after meeting violates Act	<a href="#"><u>01-16</u></a> . . .	147
Written statement must be prepared immediately preceding closed session	<a href="#"><u>00-2</u></a> . . . . .	4
<b>COMPLIANCE BOARD – AUTHORITY AND PROCEDURES</b>		
Complaints should be based on good-faith belief that Act was violated after reasonable inquiry into available facts	<a href="#"><u>01-14</u></a> . . .	143

	<b>Opinion</b>	<b>Page</b>
<b>COMPLIANCE BOARD – AUTHORITY AND PROCEDURES (Cont’d.)</b>		
Jurisdiction limited to Open Meetings Act issues	<a href="#">01-14</a> . . .	143
	<a href="#">01-15</a> . . .	145
Limitations period of 45-days inapplicable to Compliance Board complaints	<a href="#">03-20</a> . . .	352
Public body’s failure to respond violated Act	<a href="#">00-1</a> . . . . .	1
Reconsideration of prior opinion – standards	<a href="#">03-1</a> . . . . .	255
<b><i>Opinion cannot be issued when:</i></b>		
Disputed issues of fact cannot be resolved	<a href="#">01-12</a> . . .	136
Insufficient information about nature of meetings is presented	<a href="#">01-13</a> . . .	140
Public body failed to respond	<a href="#">00-1</a> . . . . .	1
 <b>EXCEPTIONS PERMITTING CLOSED SESSIONS</b>		
<b><i>Collective Bargaining</i></b>		
Discussion between county commissioners and school board about funds available for potential contract, within exception	<a href="#">02-15</a> . . .	245
<b><i>Criminal Investigation</i></b>		
Discussion of investigation in which public body has no role, within exception	<a href="#">00-11</a> . . . . .	50
<b><i>Legal advice</i></b>		
Counsel must be present for exception to apply	<a href="#">00-5</a> . . . . .	16
Discussion of liability and related issues arising from possible agreement between town and private school over use of town park, within exception	<a href="#">03-8</a> . . . . .	293
Discussion of monetary offers to avoid litigation, within exception	<a href="#">02-13</a> . . .	233
Discussion not permitted on topics beyond rendering of legal advice	<a href="#">00-5</a> . . . . .	16
Discussion of possible cancellation of contract, within exception	<a href="#">03-19</a> . . .	345
Presence at meeting of persons who are not members of public body does not bar invoking of exception	<a href="#">02-7</a> . . . . .	202

	Opinion	Page
<b>EXCEPTIONS PERMITTING CLOSED SESSIONS (CONT'D.)</b>		
<i>Litigation</i>		
Discussion of citizen complaint to federal agency, outside exception	<a href="#">02-13</a> . . .	233
Discussion of effect of adoption of legislative findings on litigation, within exception	<a href="#">00-14</a> . . . .	61
<b>Personnel – (Within the exception, §10-508(a)(1))</b>		
County board of education’s consideration of superintendent’s contract	<a href="#">03-4</a> . . . .	264
Discussion of appointment of town treasurer	<a href="#">03-11</a> . . .	307
Discussion of offer to applicant for position of Town Manager	<a href="#">02-1</a> . . . .	171
Discussion of management capabilities of individuals	<a href="#">02-12</a> . . .	227
<b>Personnel – (Outside the exception, §10-508(a)(1))</b>		
Discussion of hiring classes of employees	<a href="#">00-15</a> . . . .	67
Discussion of new position and pay increases for categories of employees	<a href="#">03-17</a> . . .	335
<b>Procurement</b>		
Discussion of monetary offers to well owners, outside exception	<a href="#">02-13</a> . . .	233
<b>EXECUTIVE FUNCTION</b>		
<b>General Guidance</b>	<a href="#">01-7</a> . . . .	105
<b>Topics of discussion held to fall within the exclusion:</b>		
Administrative and housekeeping matters discussed in meeting of Board of Education and School Superintendent	<a href="#">00-10</a> . . . .	39
Administrative matters by Wicomico County Council	<a href="#">02-10</a> . . .	218
Audit report, manner in which it would be released	<a href="#">00-15</a> . . . .	67
Budget preparation and department head meetings by Wicomico County Council	<a href="#">01-1</a> . . . . .	74
Budget preparation, financial oversight, and investment decisions by Pratt Library Finance Committee	<a href="#">01-10</a> . . .	122
Construction of barrier between elementary school grounds and adjacent retail property	<a href="#">00-12</a> . . . .	53
Evaluation of school superintendent’s performance	<a href="#">01-18</a> . . .	159

	Opinion	Page
<b>EXECUTIVE FUNCTION (Cont'd.)</b>		
<i>Topics of discussion held to fall within the exclusion (Cont'd.):</i>		
Management issues under existing program and informational briefing on possible future biology impacts	<a href="#">02-9</a> . . . .	211
Proposed development on border of municipality	<a href="#">00-4</a> . . . . .	13
Relationship between existing sewer connection ordinance and 1989 sewer maintenance agreement with landowner	<a href="#">00-7</a> . . . . .	26
Specific schools eligible for reconstruction by State Board of Education	<a href="#">01-11</a> . . .	127
<i>Topics of discussion held to fall outside the exclusion:</i>		
Composition of local management board	<a href="#">02-3</a> . . . .	182
Mission of library	<a href="#">01-10</a> . . .	122
Municipal governance – general topics	<a href="#">02-12</a> . . .	227
Municipal governance issues in wake of charter amendment	<a href="#">02-11</a> . . .	224
Possible amendment to inter-governmental agreement	<a href="#">02-10</a> . . .	218
Resigning school superintendent’s waiver of part of salary	<a href="#">01-18</a> . . .	159
 <b>“MEETING”</b>		
Applicability of Act to meeting between quorum of county commissioners and party central committee depends on nature of discussion and participation by commissioners	<a href="#">03-6</a> . . . .	278
<i>Determined to be a meeting:</i>		
Announcement, by chairman, at social gathering of planned process for handling topic	<a href="#">01-2</a> . . . . .	78
Convening of “accidental quorum” to hear briefing about budget process	<a href="#">00-8</a> . . . . .	30
Convening of quorum for purpose of informal identification of consensus about an issue	<a href="#">01-2</a> . . . . .	78
Retreat at which matters of public business were discussed	<a href="#">01-10</a> . . .	122
Topic of future meeting agenda discussion when quorum present	<a href="#">01-2</a> . . . . .	78

	Opinion	Page
<b>“MEETING” (Cont’d.)</b>		
<i>Determined not to be a meeting:</i>		
Breakfast gathering before an open meeting at which public business was not conducted	<a href="#">03-2</a> . . . .	257
Budget retreat called by Mayor at which council members attended	<a href="#">02-14</a> . . .	242
Dinner at which quorum attended but discussion limited to social matters	<a href="#">02-11</a> . . .	224
Gathering limited to effort at improving interpersonal relation	<a href="#">03-5</a> . . . .	274
No convening of quorum	<a href="#">01-4</a> . . . . .	92
	<a href="#">02-5</a> . . . .	191
Session convened by private entity at which members of public body did not engage in discussion of public business	<a href="#">03-12</a> . . .	310
Session organized by school board staff in which each board member participated in a separate small group discussions	<a href="#">01-17</a> . . .	150

**MINUTES**

*Closed session statement*

Availability of written statement prepared prior to closing session does not satisfy Act’s requirement for information about closed session in next open meeting’s minutes	<a href="#">02-7</a> . . . .	202
Failure to identify attendees and to provide other required information violate Act	<a href="#">02-15</a> . . .	245
Failure to prepare minutes of closed sessions or to disclose summary about closed sessions violated Act	<a href="#">03-20</a> . . .	352
Inadequate description violated Act	<a href="#">02-2</a> . . . .	173

*Contents*

Failure to include required elements violated Act	<a href="#">00-3</a> . . . . .	8
	<a href="#">01-5</a> . . . . .	96
	<a href="#">02-13</a> . . .	233
Failure to prepare written minutes violated Act	<a href="#">00-3</a> . . . . .	8
Minutes must reflect action and votes taken	<a href="#">01-19</a> . . .	164

	Opinion	Page
<b>MINUTES (Cont'd.)</b>		
<i>Procedure</i>		
Failure to approve minutes with undue delay violated Act	<a href="#">01-5</a> . . . . .	96
Failure to review and approve minutes violated Act	<a href="#">03-10</a> . . .	303
Member of public may not be required to submit written request for open session minutes	<a href="#">01-3</a> . . . . .	85
Minutes need not be prepared within 10 days of meeting	<a href="#">01-3</a> . . . . .	85
Minutes preparation time of five weeks, held not to violate Act	<a href="#">03-18</a> . . .	340
Posting of minutes on public body's website not required	<a href="#">03-18</a> . . .	340
 <b>NOTICE REQUIREMENTS</b>		
<i>Applicability</i>		
Failure to provide notice violated Act	<a href="#">01-5</a> . . . . .	96
Notice required of scheduled meeting even if quorum does not in fact convene	<a href="#">03-13</a> . . .	314
Public notice of cancelled meeting need not be given if no public notice of meeting had been given	<a href="#">01-19</a> . . .	164
<i>Content</i>		
Agenda not required	<a href="#">03-4</a> . . . . .	264
Decision to hold closed session made just before closing does not necessitate revision of meeting notice	<a href="#">03-9</a> . . . . .	297
Notice should reflect anticipated closed session	<a href="#">00-3</a> . . . . .	8
Notice need not describe agenda items or provide reasons for anticipated closed session	<a href="#">02-2</a> . . . . .	173
Notice need not explain why a meeting is expected to be closed	<a href="#">02-6</a> . . . . .	197
Omission of information about agenda item does not violate Act	<a href="#">03-10</a> . . .	303
<i>Method</i>		
Announcement at public meeting coupled with written notice to press complies with Act	<a href="#">02-4</a> . . . . .	188
Information provided to public via generally distributed newsletter and posted agenda complies with Act	<a href="#">02-6</a> . . . . .	197
Multiple channels clearly satisfied "reasonableness" requirement of Act	<a href="#">03-4</a> . . . . .	264

	<b>Opinion</b>	<b>Page</b>
<b>NOTICE REQUIREMENTS (CONT'D.)</b>		
<i>Method (Cont.d)</i>		
Newspaper advertisement and public posting complied with Act	<a href="#">01-14</a> . . .	143
Notice that reached only board members of public body violated Act	<a href="#">01-4</a> . . . . .	92
Notice of meeting cancellation not required when meeting is cancelled because quorum fails to attend	<a href="#">02-4</a> . . . . .	188
Notice to press and others at open session of intention to hold unanticipated closed session is legally sufficient	<a href="#">02-15</a> . . .	245
<i>Timing</i>		
Decision to hold closed session made just before closing does not necessitate revision of meeting notice	<a href="#">03-9</a> . . . . .	297
Notice to press and others at open session of intention to hold unanticipated closed session is legally sufficient	<a href="#">02-15</a> . . .	245
Original and revised notices must be timely	<a href="#">01-3</a> . . . . .	85
Public body met Act's requirement despite publication of newspaper notice on meeting date	<a href="#">00-13</a> . . . . .	58
 <b>OPEN SESSION REQUIREMENT</b>		
Accommodation of people with disabilities	<a href="#">02-13</a> . . .	233
Choice of conference room for meeting did not violate Act	<a href="#">01-9</a> . . . . .	118
Public body may not prohibit videotaping even if it makes transcript of meeting available	<a href="#">03-21</a> . . .	356
Reopening meeting following erroneous closing required good-faith effort to notify public and press of changed situation	<a href="#">01-8</a> . . . . .	115

	Opinion	Page
<b>PUBLIC BODY</b>		
<i>Determined not to be a public body:</i>		
Advisory committee appointed by county parks director	<a href="#">03-15</a> . . .	325
Board of Baltimore Area Convention and Visitors Association	<a href="#">03-7</a> . . . .	105
“Committee” that carries out pre-application review process identified in local law but that is not created or authorized by law	<a href="#">00-9</a> . . . . .	36
Meeting of town council members in their capacity as heads of departments is not equivalent to Governor’s cabinet	<a href="#">00-7</a> . . . . .	26
Political party central committee	<a href="#">03-6</a> . . . .	278
 <b>QUASI JUDICIAL FUNCTION</b>		
Animal control commission proceeding to determine dangerousness of dog a quasi-judicial function	<a href="#">03-3</a> . . . .	260
 <b>ZONING MATTERS</b>		
Discussion of permissible use of mobile homes on certain lots is a zoning matter covered by the Act	<a href="#">02-3</a> . . . .	182