

**Town of Riverdale Park  
Resolution 2007-R-xx**

**Production of Minutes for Town Council Meetings**

WHEREAS, the production of written records regarding the meetings of public bodies is an essential aspect of open and transparent government; and

WHEREAS, it is necessary for the deliberation of this Body that adequate and timely minutes be available in order to address matters that span multiple meetings; and

WHEREAS, the Maryland Open Meetings Act requires that minutes of the meetings of public bodies be prepared “as soon as practicable”; and

WHEREAS, the Maryland Open Meetings Compliance Board has stated that “[t]he cycle of minutes preparation should parallel the cycle of a public body’s meetings, with only the lag time needed to draft and review minutes.”; now therefore be it

RESOLVED, that the Mayor of the Town of Riverdale Park shall direct town staff, volunteers, or outside contractors to prepare draft minutes for each regular and special Legislative Session by the time of the next scheduled regular Work Session. Draft minutes shall be reasonably correct and complete, free of serious spelling or grammatical errors, and shall comply with all requirements of §10-509(c)(1) and §10-509(c)(2) of the Maryland Open Meetings Act. Minutes for closed sessions may be drafted by a member of the Council, but shall likewise be presented for approval at or before the next regular Work Session.