

# Meeting Minutes Template – Open Session<sup>1</sup>

Name of Public Body

Date, Time, Location of Meeting

Members Present and Absent

If any members are participating remotely, the minutes must include the name(s) of said individual(s), and their reason(s) under 940 CMR 29.10(5) for remote participation. If any member is participating remotely, ALL VOTES MUST BE ROLL CALL.

Items Discussed (using agenda as a guide is a good idea for organizing the discussion).

1. Summary of discussion
2. Votes Taken (recorded by roll call if any members are participating remotely)
3. List of documents and/or exhibits “used” by the public body during discussion  
FYI - The Attorney General considers a document “used” at a meeting if, at a minimum, the document is:
  - i. Physically present
  - ii. Verbally identified
  - iii. The contents of the document are discussed by the members of the public body during the meetingIf a document is used only by a non-member (i.e., the Town Administrator/Town Manager), not distributed to the members of the public body, then it is not likely to have been “used” by the body.

Repeat for each agenda item discussed.

If executive session occurs, prepare separate executive session minutes. Should notate the vote to go into executive session in the executive session meeting minutes; may also record the vote in the open session meeting minutes.

Text of vote to adjourn. Time of adjournment.

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<sup>1</sup> G.L. c. 30A, Section 22(a) provides: “A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes.”

## Meeting Minutes Template – Executive Session<sup>2</sup>

Name of Public Body

Date, Time, Location of Meeting

Members Present and Absent

Text of Vote to go into Executive Session, with ROLL CALL vote recorded.

If any members are participating remotely, the minutes must include the name(s) of said individual(s), and their reason(s) under 940 CMR 29.10(5) for remote participation. In addition, member(s) participating remotely must state, at the start of the Executive Session, that no other person is present and/or able to hear the discussion, unless approved by a majority vote of the body.

Items Discussed (using agenda as a guide is a good idea for organizing the discussion).

1. Summary of discussion
2. Votes Taken – BY ROLL CALL
3. List of documents and/or exhibits “used” by the public body during discussion  
FYI - The Attorney General considers a document “used” at a meeting if, at a minimum, the document is:
  - i. Physically present
  - ii. Verbally identified
  - iii. The contents of the document are discussed by the members of the public body during the meeting

If a document is used only by a non-member (i.e., the Town Administrator/Town Manager), not distributed to the members of the public body, then it is not likely to have been “used” by the body.

Repeat for each agenda item discussed.

Text of Vote to exit executive session, by ROLL CALL vote.

Time meeting adjourned or time of return to open session.

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<sup>2</sup> G.L. c. 30A, Section 22(a) provides: “A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes.”