SUBSTANTIVE REQUIREMENTS

(1) A public body must meet in public open session. There are limited exceptions under which a meeting may be held in closed session, e.g. to receive legal advice; discuss procurements or personnel issues, etc.

(2) A meeting occurs whenever a quorum of the Task Force convenes to consider or transact “public business.”
   • Formal meeting;
   • Work sessions or pre-meetings;
   • Telephone conference call;
   • Lunch, if the discussion is about the public business;
   • Informal gathering; if the discussion is about the public business; and
   • E-mails back and forth among all members; if the discussion is about the public business.

(3) “Public business” occurs when the Task Force acts in an advisory function, or quasi-legislative function.
   • Advisory function - - discussion of matters that encompasses the delegated responsibilities of the Task Force; and
   • Quasi-legislative function - - adopting regulations, approving contracts, budgets, etc.

PROCEDURAL REQUIREMENTS

(1) The Task Force must provide notice to the public of the meeting date, time, and place.
   • Maryland Register;
   • Websites;
   • Newspapers; or
   • Any other reasonable method.

(2) The Act requires the Task Force to keep written minutes of open and closed sessions and sets the requirements for the content of the minutes.

HOW TO CLOSE AN OPEN MEETING

(1) The presiding officer presents a motion to close the meeting and describes the legal basis for doing so.

(2) A majority vote must support the motion.

(3) The presiding officer must prepare a written statement setting out the reasons for closing the meeting.
   (Form attached).

I hope this brief outline is helpful. I will be happy to answer your questions at any time.

ADVICE OF COUNSEL NOT AN OFFICIAL OPINION OF THE ATTORNEY GENERAL