

**Board of Commissioners – Policy 7
Sealing/Unsealing of Closed Session Minutes**

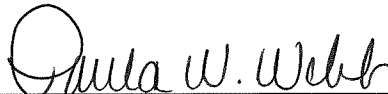
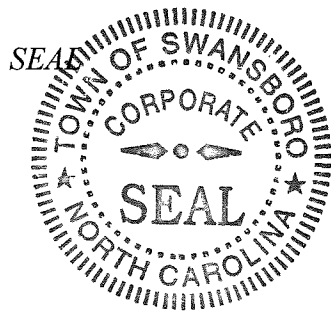
The Town of Swansboro, according to GS §143-318.10 has the right to hold closed session Meetings. It is required by GS §143-318.10(e), that a general account of the meeting be kept so that anyone not in attendance would have a reasonable understanding of what transpired. It may be necessary to withhold or seal the minutes to a closed session so as not to frustrate the purpose of the discussion and need for the closed session.

The Board of Commissioners of the Town of Swansboro requires that all minutes of closed sessions be sealed until the Board of Commissioners officially unseals the minutes to closed session meetings. Further, the Board of Commissioners directed the Manager and Clerk to review and determine when such minutes should be brought to the Board of Commissioners for unsealing.

Adopted this the 15th day of April 2008.



Scott Chadwick—Mayor



Paula W. Webb—Town Clerk