

**MODEL RESOLUTION**

**RESOLUTION OF THE \_\_\_\_\_ COUNTY BOARD OF COMMISSIONERS  
REGARDING REVIEW AND APPROVAL OF MINUTES OF EXECUTIVE SESSIONS**

**Whereas**, O.C.G.A. § 50-14-1(e)(2)(C) states that:

(1) minutes of executive sessions shall be recorded but shall not be open to the public; and

(2) such minutes shall specify each issue discussed in executive session and that if matters subject to the attorney-client privilege are discussed, then the fact that an attorney-client discussion occurred and its subject matter shall be identified, but the substance of the discussion need not be recorded and shall not be identified in the minutes; and

(3) such minutes shall be kept and preserved for in-camera inspection by an appropriate court should a dispute arise as to the propriety of any executive session; and

**Whereas**, minutes may be made and records kept by the Clerk of the county or a person temporarily appointed to take such minutes so long as the minutes accurately reflect the record of the meeting.

**Now, Therefore, Be It Resolved** that the Board of Commissioners of \_\_\_\_\_ County hereby designate the Chairman or the Chairman's designee, which may include the Clerk of the county, to record minutes of executive sessions of the Board of Commissioners of \_\_\_\_\_ County.

**Be It Further Resolved** that, prior to the conclusion of the executive session, all members of the Board of Commissioners attending the executive session shall review the minutes recorded.

**Be It Further Resolved** that, following the conclusion of the executive session, and upon approval of such minutes by a majority of members, the minutes of the executive session recorded and approved in accord with the terms hereof and as noted on the minutes shall be transmitted to the Clerk of the \_\_\_\_\_ County Board of Commissioners to be placed in proper form and kept in a confidential file and preserved for in camera inspection in accordance with O.C.G.A. § 50-14-1(e)(2)(C).

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by action of the \_\_\_\_\_ County Board of Commissioners.

By: \_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
County Clerk

(County Seal)