

## ORDINANCE AMENDING CHAPTER 2, SECTION 2-44 REGARDING MINUTES

**BE IT ORDAINED** by the Mayor and City Council of the City of Winston-Salem as follows:

Section 1: Sec. 2-44. - Minutes of committee meetings. is hereby amended to read as follows:

“Sec.2-44. Minutes of city council and city council committee meetings.

Minutes of committee meetings shall be given to and maintained by the city secretary. Pursuant to G.S. 143-318.10(e), minutes of the city council and city council committee meetings, except for closed sessions, shall be created and maintained in the form of sound or video and sound recordings which shall be available for public inspection in accordance with the public records law. In the event a member of the public is unable to access such sound or video and sound recordings, the city secretary shall make available in the city secretary’s office a computer or other device by which a member of the public may inspect said minutes. The city secretary shall also prepare minutes in the form of a written summary of the city council and city council committee meetings within a reasonable time period after the meeting. Said written summary shall contain, at a minimum, a record of the actions taken and the results of each vote. For a closed session, the city secretary shall prepare a written summary and general account of the closed session, which may be one document, so that a person not in attendance will have a reasonable understanding of what transpired. The disclosure of a written summary and general account of a closed session shall be governed by G.S 143-318.10. All sound and video recordings, written summaries and general accounts shall be retained and disposed of in accordance with the Municipal Records Retention and Disposition Schedule published by the North Carolina Department of Natural and Cultural Resources and adopted by the city council.”

Section 2: This ordinance shall become effective upon adoption and shall apply to creation and maintenance of minutes of the city council and committee meetings of the city council that occurred on or after January 1, 2012.