

favor of open meetings.

- (c) If a meeting is held in executive session pursuant to subsection (b),
 - (1) no action may be taken and no matter may be discussed other than those permitted by Article 41, Section 14 of the Code and by this Executive Order; and
 - (2) a statement of the time, place, and purpose of the meeting shall be included in the minutes of the next public meeting of the executive public body.

3. Required notice

- (a) Every executive public body shall give advance public notice of its meetings.
- (b) Whenever reasonable under all the circumstances, the notice shall be in writing and shall include the date, time, and place of the meeting, and a reasonable synopsis of such items on the agenda for the meeting as are known at the time of the notice.
- (c) The notice required under this section may be given by any of the following means:
 - (1) Publication in the Maryland Register;
 - (2) Delivery to representatives of the news media that regularly report on meetings of the executive public body or the activities of State Government;
 - (3) If prior public notice of this method has been given, by posting or depositing the notice at a convenient public location at or near the place of the meeting; or
 - (4) Any other method reasonably designed to give public notice.

4. Minutes

- (a) Every executive public body shall keep written minutes of all of its meetings. The minutes shall include a synopsis of all matters discussed and all actions taken, as well as a record of the vote of each member on all actions taken.