



**Robert W. Muller**  
Mayor

**Douglas A. Remaley**  
Commissioner

**George Farah, III**  
Mayor Pro Tem

## **Town of Nags Head**

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**R. Brantley Murray**  
Commissioner

**J. Webb Fuller**  
Town Manager

**Anna D. Sadler**  
Commissioner

### Board of Commissioners Policy

## **Policy for Closed Session Minutes**

(Adoption Date: February 6, 2002)

(Updated: June 4, 2003)

The policy for the release of minutes (general accounts) of the Board of Commissioners Closed Session meetings is as follows:

The Nags Head Board of Commissioners elects to seal the minutes of all Closed Session meetings and directs that all such minutes made in the future are hereby sealed.

The Mayor and the Town Clerk are designated to periodically review Closed Session minutes to determine if such minutes should be unsealed. Recommendations for opening Closed Session general accounts are to be made to the Board of Commissioners by the Mayor and Town Clerk as necessary.

All outstanding Closed Session minutes are to be scheduled for annual review by the Board at the February Board of Commissioners meeting.