

CHAPTER 112  
HB 265 - FINAL VERSION

04/17/2025 1544s

2025 SESSION

25-0331  
11/02

HOUSE BILL

***265***

AN ACT requiring that a public body's meeting minutes include start and end times of the meeting and the printed name of the recording secretary.

SPONSORS: Rep. M. Smith, Straf. 10; Rep. Lynn, Rock. 17; Rep. Kuttab, Rock. 17

COMMITTEE: Judiciary

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AMENDED ANALYSIS

This bill requires that public meeting minutes be documented with the start time, end time, and recording secretary's printed name.

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Explanation: Matter added to current law appears in ***bold italics***.  
Matter removed from current law appears [~~in brackets and struckthrough.~~]  
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

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STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Twenty Five*

AN ACT requiring that a public body's meeting minutes include start and end times of the meeting and the printed name of the recording secretary.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1 112:1 Access to Governmental Records and Meetings; Meetings Open to Public. Amend RSA 91-  
2 A:2, II to read as follows:

3 II. Subject to the provisions of RSA 91-A:3, all meetings, whether held in person, by means of  
4 telephone or electronic communication, or in any other manner, shall be open to the public. Except for  
5 town meetings, school district meetings, and elections, no vote while in open session may be taken by  
6 secret ballot. Any person shall be permitted to use recording devices, including, but not limited to, tape  
7 recorders, cameras, and videotape equipment, at such meetings. Minutes of all such meetings, including  
8 nonpublic sessions, shall include the names of members, persons appearing before the public bodies,  
9 [~~and~~] a brief description of the subject matter discussed and final decisions, ***the start time and end time of***  
10 ***the meeting, and name of the person who produced the minutes***. The names of the members who made  
11 or seconded each motion shall be recorded in the minutes. Subject to the provisions of RSA 91-A:3,  
12 minutes shall be promptly recorded and open to public inspection not more than 5 business days after the  
13 meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of any public  
14 body, or any subordinate body thereof, without exception. Except in an emergency or when there is a  
15 meeting of a legislative committee, a notice of the time and place of each such meeting, including a  
16 nonpublic session, shall be posted in 2 appropriate places one of which may be the public body's Internet  
17 website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least  
18 24 hours, excluding Sundays and legal holidays, prior to such meetings. An emergency shall mean a  
19 situation where immediate undelayed action is deemed to be imperative by the chairman or presiding  
20 officer of the public body, who shall post a notice of the time and place of such meeting as soon as  
21 practicable, and shall employ whatever further means are reasonably available to inform the public that a  
22 meeting is to be held. The minutes of the meeting shall clearly spell out the need for the emergency  
23 meeting. When a meeting of a legislative committee is held, publication made pursuant to the rules of the  
24 house of representatives or the senate, whichever rules are appropriate, shall be sufficient notice. If the  
25 charter of any city or town or guidelines or rules of order of any public body require a broader public  
26 access to official meetings and records than herein described, such charter provisions or guidelines or  
27 rules of order shall take precedence over the requirements of this chapter. For the purposes of this  
28 paragraph, a business day means the hours of 8 a.m. to 5 p.m. on Monday through Friday, excluding  
29 national and state holidays.

112:2 Effective Date. This act shall take effect 60 days after its passage.

Approved: June 23, 2025  
Effective Date: August 22, 2025