

HB 265 - AS INTRODUCED

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 and signature of the recording secretary.

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

COMMITTEE: Judiciary

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ANALYSIS

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

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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Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

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 and signature of the recording secretary.

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

1            1 Access to Governmental Records and Meetings; Meetings Open to Public. Amend RSA 91-A:2,  
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  
4 of telephone or electronic communication, or in any other manner, shall be open to the public.  
5 Except for town meetings, school district meetings, and elections, no vote while in open session may  
6 be taken by secret ballot. Any person shall be permitted to use recording devices, including, but not  
7 limited to, tape recorders, cameras, and videotape equipment, at such meetings. Minutes of all such  
8 meetings, including nonpublic sessions, shall include the names of members, persons appearing  
9 before the public bodies, ~~and~~ a brief description of the subject matter discussed and final decisions,  
10 ***the start time and end time of the meeting, and name and signature of the person who***  
11 ***produced the minutes.*** The names of the members who made or seconded each motion shall be  
12 recorded in the minutes. Subject to the provisions of RSA 91-A:3, minutes shall be promptly  
13 recorded and open to public inspection not more than 5 business days after the meeting, except as  
14 provided in RSA 91-A:6, and shall be treated as permanent records of any public body, or any  
15 subordinate body thereof, without exception. Except in an emergency or when there is a meeting of  
16 a legislative committee, a notice of the time and place of each such meeting, including a nonpublic  
17 session, shall be posted in 2 appropriate places one of which may be the public body's Internet  
18 website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at  
19 least 24 hours, excluding Sundays and legal holidays, prior to such meetings. An emergency shall  
20 mean a situation where immediate undelayed action is deemed to be imperative by the chairman or  
21 presiding officer of the public body, who shall post a notice of the time and place of such meeting as  
22 soon as practicable, and shall employ whatever further means are reasonably available to inform the  
23 public that a meeting is to be held. The minutes of the meeting shall clearly spell out the need for  
24 the emergency meeting. When a meeting of a legislative committee is held, publication made  
25 pursuant to the rules of the house of representatives or the senate, whichever rules are appropriate,  
26 shall be sufficient notice. If the charter of any city or town or guidelines or rules of order of any  
27 public body require a broader public access to official meetings and records than herein described,  
28 such charter provisions or guidelines or rules of order shall take precedence over the requirements of  
29 this chapter. For the purposes of this paragraph, a business day means the hours of 8 a.m. to 5 p.m.  
30 on Monday through Friday, excluding national and state holidays.

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1           2 Effective Date. This act shall take effect 60 days after its passage.