

Amendment to HB 265

1 Amend the title of the bill by replacing it with the following:

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

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6 Amend the bill by replacing section 1 with the following:

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8 1 Access to Governmental Records and Meetings; Meetings Open to Public. Amend RSA 91-A:2,  
9 II to read as follows:

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

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1 the charter of any city or town or guidelines or rules of order of any public body require a broader  
2 public access to official meetings and records than herein described, such charter provisions or  
3 guidelines or rules of order shall take precedence over the requirements of this chapter. For the  
4 purposes of this paragraph, a business day means the hours of 8 a.m. to 5 p.m. on Monday through  
5 Friday, excluding national and state holidays.

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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.