

MINUTES

The Clerk will keep a record of the actions of Board meetings. The minutes of the Board will be kept in an official minute book and will include resolutions and motions. For each resolution or motion the minutes will record the name of the person proposing it, the name of the person seconding it, the number voting in favor and the number against it. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Until the Chair has announced the results of voting, any member may request that their name be recorded as voting against the motion.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Minutes of all public meetings will be made available for public inspection no later than five (5) business days after the meeting. Minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Board Approved: 9/29/2008