

**MINUTES**

The Secretary shall keep a record of the actions of Board meetings. The minutes of the Board shall be kept in an official minute book and shall include resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the draft minutes of a meeting shall 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 shall be kept in accordance with RSA 91-A:2 and 3 III and will be in the custody of the Superintendent, who will make them available no later than 144 hours after the meeting to interested citizens on request. (72 hours for minutes of non-public sessions)

**Statutory References:**

*RSA 91-A:3 III*

*RSA 91-A:4 I*

*RSA 91-A:2 II*

**Adopted:**           **DATE:**  
                            May 2002  
**Reviewed:**  
**Revised:**           November 13, 2003  
**Cancellation:**