

# POLICY CONCERNING THE POSTING OF AGENDAS AND MINUTES OF MEETINGS BY TOWN BOARDS, COMMITTEES & COMMISSIONS OF THE TOWN OF AUBURN

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The preamble to RSA 91-A indicates that: *"Openness in the conduct of the public business is essential to a democratic society. The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people."*

To ensure the Town of Auburn meets not only the letter, but the spirit, of the so called "Right to Know" law (RSA 91-A), the Town of Auburn is adopting the following policy to ensure the greatest possible advance public notice of any meeting being held, and the timely availability of the records created to document the meeting.

## **Posting of Meeting Notices:**

It shall be the policy of the Town of Auburn that notices of all meetings of any Town of Auburn board, committee or commission shall be posted in a minimum of three (3) public places. The public places of posting for all Town of Auburn Boards, Committees and Commissions shall include:

- ❖ Auburn Town Hall
- ❖ Town Bulletin Board at the Auburn Post Office
- ❖ Town of Auburn Web Site

A fourth place of posting shall be required if the meeting is being held somewhere other than the Auburn Town Hall:

- ❖ Place of Meeting

The Town of Auburn's policy for the posting of meeting notices shall be that the normal notice will be posted with a minimum of three days' advance notice to the public. On rare occasions, when the need for an emergency meeting is required, public notice may be made within 24 hours of the meeting as allowed under RSA 91-A:2, II. But this should be the exception and not the normal rule of practice for Town of Auburn boards, committees and commissions.

These postings apply to all normal meetings of Town boards, committees and commissions, but do not change more stringent standards that may exist by ordinance or statute for various public hearings or formal activities imposed on various boards, committees and commissions requiring a longer public notice period.

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## Posting of Meeting Minutes:

Following the holding of any meeting of a Town board, committee or commission, the minutes of that meeting must be made available for public review and inspection by no more than five business days of the meeting.

For the purpose of the Town of Auburn, the final approved minutes of all Town boards, committees and commissions shall be available for public inspection at the Auburn Town Hall. By statute (RSA 41:58), the Town Clerk is the keeper of all Town records.

Electronic copies of meeting minutes shall be provided to the Executive Assistant in the Selectmen's Office so they are posted on the Town's web site and available to the public within the five business day period. To ensure the minutes are available within the five business day period, the minutes maybe stamped or marked "Draft" until such time as the board, committee or commission has a chance to meet again and approve the minutes. Often times, this action will not occur within the required five business days, thus the posting of "draft" minutes.

In the event the Town board, committee or commission meets in Non-Public Session for any reason, then the minutes of that meeting must be made available to the public within seventy-two (72) hours of the meeting being held unless the minutes have been sealed by a two-thirds vote of the board pursuant to RSA 91-A:3, III.

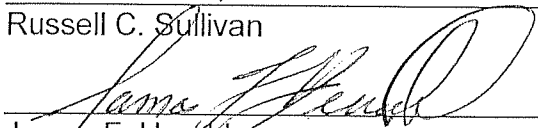
Once a final copy of the minutes have been approved by the respective Town board, committee or commission, an original paper copy of the minutes shall be provided to the Town Clerk for the Town's permanent records.

To ensure the Town meets the intent and spirit of the Right-to-Know law, the Town Administrator shall be available to provide advice to any Town board, committee or commission to minutes on the standards in the law.

Adopted by the Board of Selectmen the 24th day of September, 2012.



Russell C. Sullivan



James F. Headd




Paul M. Raiche

AUBURN BOARD OF SELECTMEN

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Received and recorded this 25 day of September, 2012

  
Joanne T. Linxweiler, Town Clerk