

3.0 – Board Meeting Protocol

Date Adopted: June 12, 2012

Amended & Restated: February 10, 2026

Revised: August 4, 2026

The Board determines and approves a regular meeting schedule on an annual basis in advance for each Board year at its first regular meeting in October, which shall be the annual meeting of the Board. The meetings are usually scheduled for the second Tuesday in February, April, June, August, October, and December. The location of the meetings will be noted in advance. Changes in the approved meeting schedule described herein require a vote of the majority of the quorum present at a Board meeting held prior to the desired change of schedule. The Board is authorized to schedule additional meetings, if deemed necessary, upon the call of the Chair or a majority of the Board, after giving appropriate notice to all members of the Board and to the public as required under the New Hampshire Right-To-Know Law, RSA 91-A.

Attendance at Board meetings is an essential element of a Trustee's fiduciary responsibility. Therefore, Trustees are expected to attend meetings in person but may attend and participate via telephone or videoconference, if necessary, pursuant to RSA 91-A and RSA 100-A:14a.

Open Meetings Laws

NHRS Board meetings are public meetings under RSA 91-A, as amended from time to time. RSA 91-A defines a meeting as "the convening of a quorum of the membership of a public body, . . . for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power." As such, any such meeting of Board members must be open to the public.

The following regulations apply:

1. Public notice of the meeting must be made at least 24 hours prior to the meeting and posted in two appropriate places, one of which may be the NHRS website or a newspaper of general circulation.
2. In certain limited circumstances, "emergency" meetings are allowed where the 24-hour notification is not required but notice must be posted as soon as practicable.
3. Meeting minutes must be available for public inspection not more than five business days after the meeting.
4. Minutes approved by the Board shall be treated as a permanent record.
5. Secret ballot voting is not allowed in an NHRS Board meeting.
6. Any person is allowed to use a recording device.

7. The Board may enter nonpublic sessions for consideration or action as permitted under RSA 91-A:3. Nonpublic sessions typically involve disability applications, personnel issues, acquisition of real or personal property, and claims or litigation.
8. A roll call vote is required to enter nonpublic session and for all votes if any Trustees are participating telephonically.
9. Meeting minutes of nonpublic sessions must be kept and available within 72 hours of the meeting unless a two-thirds vote of present Board members moves to keep the minutes confidential while citing a specific exemption.

Agenda Setting

Board meeting agendas are prepared by the Executive Director and reviewed and approved by the Board Chair. Any Trustee may request that an item be placed on the agenda through the Board Chair or the Executive Director.

Agenda Items

Staff will strive to post agendas prior to Board meetings for public viewing. The agendas will contain enough detail so that the membership, interested parties, and the public can understand the nature of each agenda item.

Consent Agenda

Consent agenda items will primarily consist of benefit matters governed by State law and routine administrative or ministerial matters that require Board action as recommended by staff, but which typically do not require Board discussion.

Action Items

Action items on the regular agenda typically require Board discussion and a vote on a motion.

Information Only Items

The agendas may also contain “information only” items that do not require a Board vote. These items contain information that the Executive Director and Board Chair believe are important for the Board to know but do not require Board action.

Rules of Order

Robert’s Rules of Order shall govern all proceedings of the Board and NHRS committee meetings insofar as they are applicable and not inconsistent with any of the policies adopted by the Board. Except as otherwise specified herein, approval of an action or decision shall be by a simple majority of those Trustees present and voting at a Board meeting. Unless otherwise specified in Board or committee documents, voting by proxy is

not allowed. Seven Trustees of the Board present and voting shall constitute a quorum at Board meetings pursuant to State law. For the purpose of determining the presence of a quorum, a disqualification shall be considered an absence.