



NEW HAMPSHIRE MUNICIPAL ASSOCIATION



Elections:

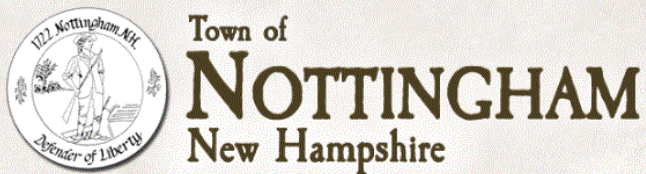
From Registrations to Results

Dee-Ann Decker, Chair, Supervisor of the Checklist, Town of Nottingham

Cordell Johnston, Moderator, Town of Henniker

Stephen C. Buckley, Legal Services Counsel, NHMA

Our Presenters



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ddecker@nottingham-nh.gov





Cordell Johnson, Moderator
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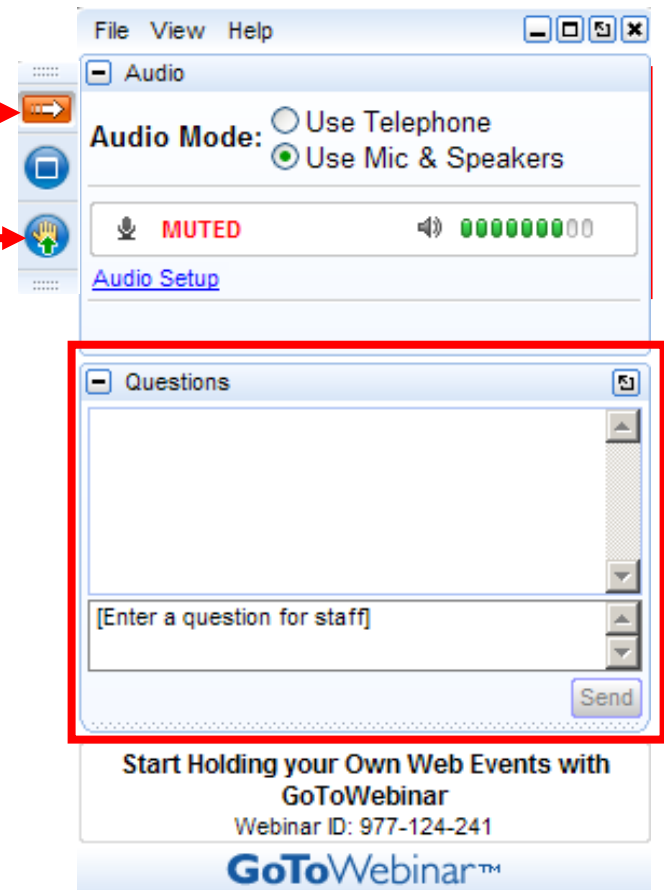


Stephen C. Buckley
Legal Services Counsel
sbuckley@nhmunicipal.org



How to Participate Today



- Open and close your Panel 
- Submit text questions 
- Q&A addressed during today's session
- A poll question for your entertainment



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Audio

Audio Mode: Use Telephone Use Mic & Speakers

MUTED  

[Audio Setup](#)

Questions

[Enter a question for staff]

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Checklist Supervisors & What They Do

- ✓ The term "supervisors of the checklist" (SOC) shall include any board of registrars or similar body performing the functions of registering voters and correcting the checklist in cities. *RSA 652:12*
- ✓ Town and city clerks must accept voter registration applications, SOC may issue guidelines for town/city clerks to follow when taking evidence of voting qualifications presented by applicants.
- ✓ No voter application can be accepted after the last SOC meeting before an election. *RSA 654:8*



Supervisors of the Checklist & What They Do

- ✓ Checklist Supervisors must assure proof of citizenship, age and domicile. *RSA 654:12*
- ✓ Entry of a voter into *ElectionNet* who last had registration in another New England city or town will result in notification of that town.
- ✓ Voter registration forms received by Supervisors retained securely until voter removed from checklist plus 7 years. *RSA 33-A:3-a, CXLI (a)*



Posting Checklist, Notice of the Checklist Session with Dates

- ✓ By October 9 (next Tuesday) post the checklist with notice of date time and place for SOC Session to be held 6 to 13 days prior to the state general election.
RSA 654: 26 - :27
- ✓ Additions and corrections to the previously posted checklist must be posted by midnight on the Friday following the session.
- ✓ Notice of SOC session must be posted in 2 public places, one of which could be town's website, OR, shall be published in a newspaper in general circulation in town 7 days prior to the session.



Checklist Maintenance and Updates

- ✓ Upon receiving notice of voter who was on checklist is now registered in another city or town, they shall strike that voter's name from the checklist. *RSA 654:36*
- ✓ SOC can act on requests to correct the checklist from town or city clerk or any other person. *RSA 654:36-a*



Checklist Maintenance and Updates

- ✓ If report voter made permanent address change to another town, city or state rec'd from USPS, NH Dept. of Safety or from the SOS that name shall be removed but, otherwise send a 30 day notice letter. *RSA 654:36-b; 654:44*
- ✓ Upon receipt of a notice of death the SOC examine the checklist; and, if the name of said deceased person appears thereon, it shall be removed. *RSA 654:37*
- ✓ Checklist verification every 10 years, review checklist, and notify persons who have not voted within the 4 year period immediately the 10 year verification



Inspectors of Elections and Ballot Clerks

- ✓ Between May 15 and July 15 of each general election year, political parties appoint inspectors of election to act at each polling place. There are at least two inspectors of election for each of the two major parties. *RSA 658:2*
- ✓ If such appointments are not timely made the selectmen shall make the appointments of the inspectors of election in equal numbers between the two major political parties.
- ✓ Two of the inspectors, one from each of the 2 political parties, shall be designated by the moderator at the opening of the polls to act as ballot clerks. They shall have charge of the ballots and shall furnish them to the voters. They shall be given a duplicate copy of the checklist by the town or ward clerk. *RSA 659:25*





Which U.S. President had NEVER voted in a presidential election when he took office in 1849??

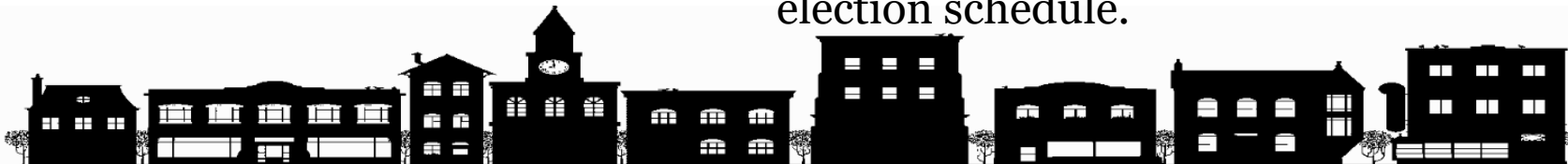


1. Millard Fillmore
2. John Tyler
3. Zachary Taylor
4. James K. Polk

Suggested Pre-Election Preparation

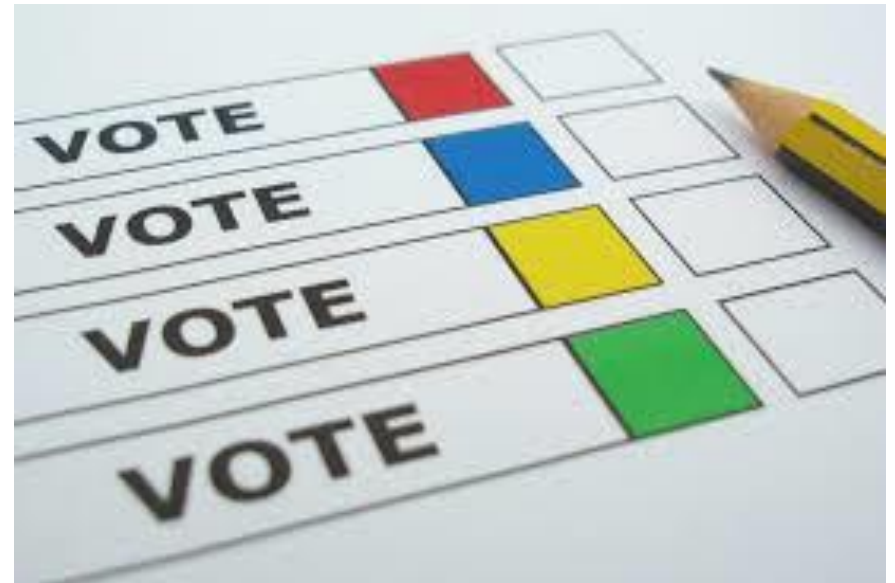


- ✓ Study the election calendar and determine the relevant registration time periods for each election- more than 30 days before election and within 30 days of an election.
- ✓ Depending on when the checklist session is held, more than 30 days before an election, or less than 30 days before an election, be sure to use the correct voter forms are used – Voter Registration Form A or Voter Registration Form B.
- ✓ Have all necessary forms on hand and instruct town office staff *what* forms are used *when* according to the election schedule.



Election Law Changes from SB3

- Voter must document domiciliary intent.
- Temporary presence 30 days or less is not domicile.
- Divided registration process – more than 30 days before election and within 30 days of election.
- Post election documentary follow-up.



SB 3 Requires a *Verifiable Act* to Establish Domicile

All persons seeking to register must provide domicile verification documentation, such as (***this list is non-exhaustive***):

- 1) Residency at an institution of higher learning;
- 2) Purchasing, renting or leasing an home;
- 3) NH motor vehicle registration, driver's license, or ID;
- 4) Enrolling a child in a public school;
- 5) Identifying the home address on a tax form or other government-issued ID or form;
- 6) Providing the street address to the U.S. Post Office as their permanent address;
- 7) Obtaining public utility service at the address;
- 8) Arranging for a homeless shelter or similar service provider to receive mail.



Voter Registration Divided into Two Categories, *more than 30 days before Election* and *within 30 days of Election*



Voter Registration Application

Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America?
 Yes No

Are you 18 years old on or before election day?
 Yes No

Do you meet the requirements for rules regarding eligibility to register prior to an election?
 Yes No

First Name _____ Middle Name _____ State _____ Zip Code _____

Last Name _____ Apt. or Lot # _____

Home Address _____

Under SB 3, the processing of voter registration applications is handled differently, with different forms and verification procedures, depending on when the voter registration applicant applies.



Registration *More Than* 30 days Before an Election

- ✓ Person who says she has a Qualified Document must present that document.
- ✓ If person says they have a Qualified Document but does not present the document he ***cannot register.***
- ✓ Person who says they do not have a Qualified Document may present any other reasonable domiciliary document.
- ✓ Person who claims no Qualified Document and says they will get other reasonable domiciliary document ***cannot register.***



Registration *More Than* 30 days Before an Election – Form to use



PLEASE PRINT OR TYPE **NEW HAMPSHIRE VOTER REGISTRATION FORM** **RSA 654:7**

1. LAST NAME (including suffix if any)		FIRST NAME	FULL MIDDLE NAME		NEW REGISTRATION - I am NOT registered to vote in NH TRANSFER - I am registered to vote in NH and have moved my voting domicile to a new town or ward in NH. NAME CHANGE or ADDRESS UPDATE - I am registered to vote in this town/ward and have changed my name or address.
2. DOMICILE ADDRESS (Street & House (Apt.) Number)		TOWN OR CITY	City Ward	ZIP CODE	
3. MAILING ADDRESS (If different from domicile address)		TOWN OR CITY			
4. PLACE OF BIRTH (Town/City and State)		COUNTRY (If not USA)			
5. a. ARE YOU A CITIZEN OF THE UNITED STATES? YES NO					
b. IF NATURALIZED CITIZEN, GIVE NAME OF COURT WHERE NATURALIZED (Town/City and State)					
6. PLACE LAST REGISTERED TO VOTE					
(Street & House (Apt.) Number)		(Town or City & Ward)	(State and Zip Code)		
I am NOT currently registered to vote elsewhere (initial here _____).					
I request that my name be removed as a registered voter in the town/ward where I was previously registered to vote (initial here _____).					
7. NAME UNDER WHICH PREVIOUSLY REGISTERED, IF DIFFERENT			8. PARTY AFFILIATION (if any)		
9. DRIVER'S LICENSE NUMBER	STATE (If not NH)	IF NO VALID DRIVER'S LICENSE, PROVIDE THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER			
AFFIDAVIT					
My name is _____. I am today registering to vote in the city/town of _____, New Hampshire. If a city, ward number _____.			I acknowledge that I have read and understand the preceding qualifications for voting and do hereby swear, under the penalties for voting fraud set forth below, that I am qualified to vote in the above-stated city/town, and, if registering on election day, that I have not voted and will not vote at any other polling place this election.		
I understand that to vote in this ward/town, I must be 18 years of age, I must be a United States citizen, and I must be domiciled in this ward/town.			Signature of Applicant _____ Date _____		
I understand that a person can claim only one state and one city/town as his or her domicile at a time. A domicile is that place, to which upon temporary absence, a person has the intention of returning. By registering or voting today, I am acknowledging that I am not domiciled or voting in any other state or any other city/town.			Received by _____ Approved by _____ SUPERVISOR OF CHECKLIST/REGISTRAR OF VOTERS		
In declaring New Hampshire as my domicile, I realize that I am not qualified to vote in the state or federal elections in another state.			In accordance with RSA 659:34, the penalty for knowingly or purposely providing false information when registering to vote or voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed \$5,000.		
If I have any questions as to whether I am entitled to vote in this city/town, I am aware that a supervisor of the checklist is available to address my questions or concerns.					

Form used when it is more than 30 days prior to an election



July 2017 Form A



Registration *More Than* 30 days Before Election – Information Given to Voter who is Turned Away

TO BE USED AS A GUIDE

Verifiable Action of Domicile
RSA 654:7, V



The following checklist shall be used as a guide for what you may use as evidence and shall be submitted to the town or city clerk along with documentation that you are required to provide. Only one item on the list is required to demonstrate a verifiable act.

To establish that you have engaged in a verifiable act establishing domicile, provide evidence that you have done at least one of the following:

- established residency, as set forth in RSA 654:1, 1-a, at an institution of learning at the address on the voter registration form.
- rented or leased an abode, for a period of more than 30 days to include time directly prior to an election day at the address listed on the voter registration form.
- purchased an abode at the address listed on the voter registration form.
- obtained a New Hampshire resident motor vehicle registration, driver's license, or identification card issued under RSA 260:21, 21-a or 21-b listing the address on the voter registration form.
- enrolled a dependent minor child in a publicly funded elementary or secondary school which serves the town or ward of the address where the registrant resides, as listed on the voter registration form.
- Identified the address on the voter registration form as your physical address on:
 - state or federal tax forms
 - other government-issued forms or identification – describe form of identification: _____
 - provided the address on the voter registration form to the United States Post Office as your permanent address, provided it is not a postal service or commercial post office box, where mail is delivered to your home. This can be by listing the address on the voter registration form as your new address on a Postal Service permanent change of address form and providing a copy of the receipt, or an online emailed receipt.
 - obtained public utility services (electricity, cable, gas, water, etc.) for an indefinite period at the address on the voter registration form, list services obtained: _____
 - arranged for a homeless shelter or similar service provider to receive United States mail on your behalf. Enter name of the shelter or provider: _____
 - describe what other verifiable action or actions you have taken to make the address listed on your voter registration form your one voting domicile: _____

If you have no other proof of a verifiable act establishing domicile, and your domicile is at an abode rented, leased, or purchased by another and your name is not listed on the rental agreement, lease, or deed, you are required to provide a written statement, signed under penalty of voting fraud if false information is provided, from a person who is listed on such document, or other reasonable proof of ownership or control of the property, attesting that you reside at that address, signed by that person or his or her agent who manages the property.

This verifiable action of domicile form, along with your written statement or other documentation proving a verifiable act, shall be delivered to the town or city clerk, by mail or in person, within 10 days after the election, or within 30 days if the clerk's office is open fewer than 20 hours weekly.

August 2017 Form Domicile-A



Registration *Within* 30 days of Election



- ✓ Person who says she has a Qualified Document must present that document.
- ✓ Person without Qualified Document (or other reasonable domiciliary documentation) must execute sworn statement they have a duty to provide missing documentation, ***and that person is allowed to register.*** The sworn statement is page 2 of Voter Registration Form B.
- ✓ Qualified Document must be provided within 10 days, or within 30 days if town clerk's office open fewer than 20 hours per week.



Registration *Within* 30 Days of Election – Form to Use (Page 1 - Form B)

PLEASE PRINT OR TYPE

NEW HAMPSHIRE VOTER REGISTRATION FORM

RSA 654:7

FOR USE STARTING 30 DAYS BEFORE AN ELECTION AND AT THE POLLING PLACE ON ELECTION DAY

1. LAST NAME (including suffix if any)		FIRST NAME		FULL MIDDLE NAME		NEW REGISTRATION – I am NOT registered to vote in NH TRANSFER – I am registered to vote in NH and have moved my voting domicile to a new town or ward in NH. NAME CHANGE or ADDRESS UPDATE – I am registered to vote in this town/ward and have changed my name or address
2. DOMICILE ADDRESS (Street & House (Apt.) Number)		TOWN OR CITY		City Ward	ZIP CODE	
3. MAILING ADDRESS (If different from domicile address)		TOWN OR CITY		STATE	ZIP CODE	
4. PLACE OF BIRTH (Town/City and State)		COUNTRY (If not USA)		DATE OF BIRTH		
5. a. ARE YOU A CITIZEN OF THE UNITED STATES? YES _____ NO _____				DATE NATURALIZED		FOR OFFICIAL USE ONLY Date registration form is submitted _____ Date applicant moved to the address listed as the voter's domicile _____ Domicile proof submitted by voter <input type="checkbox"/>
b. IF NATURALIZED CITIZEN, GIVE NAME OF COURT WHERE NATURALIZED (Town/City and State)						
6. PLACE LAST REGISTERED TO VOTE						
(Street & House (Apt.) Number)		(Town or City & Ward)		(State and Zip Code)		
I am NOT currently registered to vote elsewhere (initial here _____). I request that my name be removed as a registered voter in the town/ward where I was previously registered to vote (initial here _____).						
7. NAME UNDER WHICH PREVIOUSLY REGISTERED, IF DIFFERENT _____ (if any)						
9. DRIVER'S LICENSE NUMBER		STATE (If not NH)	IF NO VALID DRIVER'S LICENSE SOCIAL SECURITY NUMBER		COURT	

Supervisor or Clerk fill in this information

AFFIDAVIT

My name is _____. I am today registering to vote in the city/town of _____, New Hampshire. If a city, ward number _____.

I understand that to vote in this ward/town, I must be 18 years of age, I must be a United States citizen, and I must be domiciled in this ward/town.

I understand that a person can claim only one state and one city/town as his or her domicile at a time. A domicile is that place, to which upon temporary absence, a person has the intention of returning. By registering or voting today, I am acknowledging that I am not domiciled or voting in any other state or any other city/town.

In declaring New Hampshire as my domicile, I realize that I am not qualified to vote in the state or federal elections in another state.

If I have any questions as to whether I am entitled to vote in this city/town, I am aware that a supervisor of the checklist is available to address my questions or concerns.

I acknowledge **that I have read and understand the above qualifications** for voting and do hereby swear, under the penalties for voting fraud set forth below, that I am qualified to vote in the above-stated city/town, and, if registering on election day, that I have not voted and will not vote at any other polling place this election.

Signature of Applicant _____ Date: _____

Received by _____

Approved by _____
SUPERVISOR OF CHECKLIST/REGISTRAR OF VOTERS

In accordance with RSA 659:34, the penalty for knowingly or purposefully providing false information when registering to vote or voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed \$5,000

July 2017 Form B **Any applicant NOT in possession of the required forms of Identity, Age, Domicile and/or Citizenship MUST complete Page 2**



Registration *within* 30 days of Election – Form to Use (Page 2 - Form B)

This section is only used for: domicile

NEW HAMPSHIRE VOTER REGISTRATION FORM

-page 2-

I understand that to make the address I have entered above my domicile or voting I must have an intent to make this the one place from which I participate in democratic self-government and must have acted to carry out that intent. I understand that if I have documentary evidence of my intent to be domiciled at this address when registering to vote, I must either present it at the time of registration or I must place my initials next to the following paragraph and mail a copy or present the document at the town or city clerk's office within 10 days following the election (30 days in towns where the clerk's office is open fewer than 20 hours weekly).

By placing my initials next to this paragraph, I am acknowledging that I have not presented evidence of actions carrying out my intent to be domiciled at this address, that I understand that I must mail or personally present to the clerk's office evidence of actions carrying out my intent within 10 days following the election (or 30 days in towns where the clerk's office is open fewer than 20 hours weekly), and that I have received the document produced by the secretary of state that describes the items that may be used as evidence of a verifiable action that establishes domicile.

Failing to report and provide evidence of a verifiable action will prompt official mail to be sent to your domicile address by the secretary of state to verify the validity of your claim to a voting domicile at this address.

I understand that if I do not have any documentary evidence of my intent to be domiciled at this address, I must place my initials next to the following paragraph:

By placing my initials next to this paragraph, I am acknowledging that I am aware of no documentary evidence of actions carrying out my intent to be domiciled at this address, that I will not be mailing or delivering evidence to the clerk's office, and that I understand that officials will be sending mail to the address on this form or taking other actions to verify my domicile at this address.

I acknowledge that I have read and understand the above qualifications for voting and do hereby swear, under the penalties for voting fraud set forth below, that I am qualified to vote in the above-stated city/town, and, if registering on election day, that I have not voted and will not vote at any other polling place this election.

Signature of Applicant

Date:

If this form is used in place of proof of identity, age, or citizenship, I hereby swear that such information is true and accurate to the best of my knowledge.

This form was executed for purposes of proving (applicant shall circle yes or no and initial each item):

Identity	Yes/No	_____ (initials)
Citizenship	Yes/No	_____ (initials)
Age	Yes/No	_____ (initials)

Sworn before:

Officials who may receive the sworn affidavit: moderator, deputy moderator, assistant moderator, town clerk, deputy town clerk, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar, deputy registrar, notary public, or justice of the peace.

PRINT name of Applicant

Signature of Applicant

This section is only used for: identity, age or citizenship

In accordance with RSA 659:34, the penalty for knowingly or purposely providing false information when registering to vote or voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one-year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed \$5,000. In accordance with RSA 659:34-a voting in more than one state in the same election is a class B felony with a maximum sentence of imprisonment not to exceed 7 years and a fine not to exceed \$4,000.

July 2017 Form B

RSA 654:7,IV



Registration *within* 30 days of Election – Information Given when Voter Signs Page 2 of the Registration Form

GIVE TO VOTER

Verifiable Action of Domicile RSA 654:7, V



As a newly registered voter, you have received this document because you did not provide proof of domicile when you registered to vote. RSA 654:2, 1V requires you to provide evidence that you have taken a verifiable act to establish domicile.

The following checklist shall be used as a guide for what you may use as evidence and shall be submitted to the town or city clerk with documentation that you are required to provide. Only one item on the list is required to demonstrate a verifiable act.

To establish that you have engaged in a verifiable act establishing domicile, provide evidence that you have done at least one of the following:

- established residency, as set forth in RSA 654:1, 1-a, at an institution of learning at the address on the voter registration form.
- rented or leased an abode, for a period of more than 30 days to include time directly prior to an election day at the address listed on the voter registration form.
- purchased an abode at the address listed on the voter registration form.
- obtained a New Hampshire resident motor vehicle registration, driver's license, or identification card issued under RSA 260:21, 21-a or 21-b listing the address on the voter registration form.
- enrolled a dependent minor child in a publicly funded elementary or secondary school which serves the town or ward of the address where the registrant resides, as listed on the voter registration form.
- Identified the address on the voter registration form as your physical address on:
 - state or federal tax forms
 - other government-issued forms or identification – describe form of identification: _____
 - provided the address on the voter registration form to the United States Post Office as your permanent address, provided it is not a postal service or commercial post office box, where mail is delivered to your home. This can be by listing the address on the voter registration form as your new address on a Postal Service permanent change of address form and providing a copy of the receipt, or an online emailed receipt.
 - obtained public utility services (electricity, cable, gas, water, etc.) for an indefinite period at the address on the voter registration form, list services obtained: _____
 - arranged for a homeless shelter or similar service provider to receive United States mail on your behalf. Enter name of the shelter or provider: _____
 - describe what other verifiable action or actions you have taken to make the address listed on your voter registration form your one voting domicile: _____

If you have no other proof of a verifiable act establishing domicile, and your domicile is at an abode rented, leased, or purchased by another and your name is not listed on the rental agreement, lease, or deed, you are required to provide a written statement, signed under penalty of voting fraud if false information is provided, from a person who is listed on such document, or other reasonable proof of ownership or control of the property, attesting that you reside at that address, signed by that person or his or her agent who manages the property.

This verifiable action of domicile form, along with your written statement or other documentation proving a verifiable act, shall be delivered to the town or city clerk, by mail or in person, within 10 days of the election, or within 30 days if the clerk's office is open fewer than 20 hours weekly.

Name: _____
Last (initial) First Full Middle Name

Domicile Address: _____
Street and House (Apt) Number Town/City/Ward Zip Code

Date: _____ Signature of Applicant: _____

This document was received by the clerk, who examined and returned to the applicant after making a copy of the evidence of verifiable action, said copy to be attached to the verifiable action of domicile form.

Date: _____ Signature of Clerk: _____

The clerk shall forward the completed form and attachment or attachments to the supervisors of the checklist as soon as possible, but not later than their next meeting. The supervisors of the checklist shall attach the form and attachments to the voter registration form.

Date Received: _____ Signature of Supervisor/Registrar: _____

August 2017 Form Domicile-B



Ballot Clerk Training and Testing Equipment

- ✓ Electronic Ballot Counting Devices must be tested by Wednesday, October 31st, with public notice of the date and time of the pre-election test.
- ✓ Testing is conducted by the town or city clerk using ballots removed by the town clerk from the official ballots package for that purpose and so marked. *RSA 656:42*
- ✓ Voter announces name, Ballot Clerk repeats the name, verifies the name on checklist, places check next to the name, the ballot clerk states the address on the checklist to have voter verify it is correct and if correct asks for a valid photo ID and if provided voter is handed a ballot and then the Clerk draws a line through the last name indicating the voter obtained a ballot.



Role of the Supervisors on Election Day

- ✓ The supervisors shall be present at each election at which a checklist is to be used and shall have with them the corrected checklist for that election and shall remain in attendance until the close of the election. *RSA 659:10*
- ✓ When in session on election day the SOC, prior to opening of the polls, review and act on any death notices in NHVRIN. Any voters who have moved out of town on the reminder screen on *ElectionNet* are also to be stricken from the checklist.
- ✓ A voter can register to vote on election day. *RSA 654:12*



A Few Items for Moderators

Processing Absentee Ballots

- Begin at 1:00 p.m., unless an earlier time (not earlier than two hours after polls open), is posted at least 24 hours before polls open. Moderator must post notice at polling place and one other place. *RSA 659:49*
- Consult with clerk and ballot clerks in advance to determine best time.



A Few Items for Moderators

Comparing Signatures

- RSA 659:50, III—requirement to compare signature on affidavit to signature on application—*held unconstitutional* by federal district court. (*Saucedo v. Gardner*, 8/14/18)
- Therefore, only check to make sure that the affidavit *has been signed*. If not signed, or if signature is clearly a name other than the voter's, it may be rejected.
- See memo on NHMA website and memo from AG/SOS.



A Few Items for Moderators

Electioneering

- RSA 659:43 prohibits distributing, posting, or wearing at a polling place any “campaign material” that is “intended to influence the actions of the voter within the building.”
- But . . . U.S. Supreme Court decision (*Minnesota Voters Alliance v. Mansky*, 6/14/18)—prohibitions on electioneering are restrictions on speech and must be narrowly drawn. Election officials may only prohibit wearing an item that advocates for or against a candidate or measure *on the ballot for that election*.
- See June court update on NHMA website, and pages 185-187 of Election Procedure Manual.











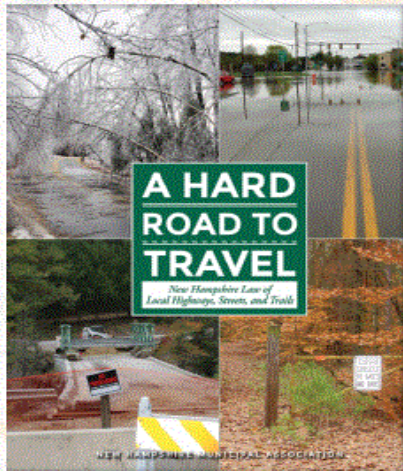
Stranger Streets: A *New* Hard Road to Travel Workshop!

If a Class VI road is washed out, can the town really do nothing?

Can public works cut trees on a scenic road?

Do there really need to be summer cottages on a "highway to summer cottages"?

Join NHMA Attorneys Stephen Buckley and Margaret Byrnes for the answers to these questions—and many more! The attorneys will discuss the “stranger” side of municipal road law, including bridges, municipal trails, sidewalk maintenance, scenic roads, highways to summer cottages, and winter roads. Ample time will also be spent on Class VI and private roads, including what municipalities—and residents—can and cannot do on these roads.



Thursday
October 4, 2018
9:00 a.m.—12:30 p.m.
Registration at 8:30 am

NHMA Offices
25 Triangle Park Drive
Concord, NH

Workshop Cost: \$60.00*

** workshop does not include publication!*

Register online at www.nhmunicipal.org under Calendar of Events

Online pre-registration required one week prior. Space is limited.

Bedford

Questions? Call 800.852.3358, ext. 3350,
or email NHMAregistrations@nhmunicipal.org





2 Right-to-Know Workshops

Each \$75 and includes breakfast and publication
NHMA offices, 25 Triangle Park Drive, Concord

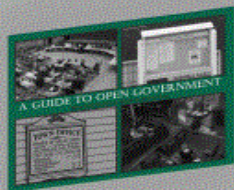
The Right-to-Know Law (RSA Chapter 91-A) affects every aspect of local government in our state. Every board, committee, commission, and advisory committee in every town, city, and village district in New Hampshire must comply with this law, which requires that discussions and actions of these bodies take place in a public meeting, subject to exceptions.

Public Meetings and Nonpublic Sessions

9:00 am—12:30 pm
Friday, September 28

Join Legal Services Counsel Stephen Buckley and Staff Attorney Margaret Byrnes, who will discuss the requirements for holding a proper public meeting, as well the exceptions to the meeting requirement (the so-called "non-meeting"). Then the attorneys will discuss the purposes for which public bodies may hold a nonpublic session, as well as the procedural requirements for a proper nonpublic session. This workshop will also address difficult "meeting" issues, such as communications outside a meeting and electronic means of communicating. There will be ample time for questions and answers.

*Who Should Attend?
Everyone in Municipal Government*



Includes Top Ten Compliance Tips
Public Meeting & Governmental Records Posters
Is it a Meeting Flow Chart
Remote Participation Checklist
And More!

Attendees receive the NHMA publication, *A Guide to Open Government: New Hampshire's Right-to-Know Law*.

The Right-to-Know Law and Governmental Records

9:00 am—12:30 pm
Tuesday, October 16

Join NHMA's Legal Services Counsel Stephen Buckley and Staff Attorney Margaret Byrnes who will share strategies to assist municipalities in handling governmental record matters arising under the Right-to-Know Law. Guidance will be provided on determining what is a governmental record, where records must be stored, and when and how access and copies of public records must be provided. This workshop will also address what records are exempt from disclosure, along with whether a record request that would require a search for multiple documents must be fulfilled or whether a request impermissibly seeks to create a record that does not exist. In addition, guidance will be provided on the retention of governmental records and how claims under the Right-to-Know Law are enforced.

*RSA 91-A Impacts Every
Aspect of Municipal
Government in our State.*

For registration information, visit
www.nhmunicipal.org
under Calendar of Events.

Questions? Call 800.852.3358 or email
NHMARegistrations@nhmunicipal.org.





Sharing Ideas: *Shaping the Future*

2018 Annual Conference

Wednesday and Thursday, November 14 & 15, 2018

Manchester Downtown Hotel, Manchester, NH





for attending our webinar presentation today!

Mission Statement

The New Hampshire Municipal Association is a non-profit, non-partisan association working to strengthen New Hampshire cities and towns and their ability to serve the public as a member-funded, member-governed and member-driven association since 1941. We serve as a resource for information, education and legal services. NHMA is a strong, clear voice advocating for New Hampshire municipal interests.

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