_____ — Minutes of Public Meeting

Date: _____ **Place:** _____ **Remote participation:** Yes / No
Called to order: _____ (time) **Adjourned:** _____ (time)
Minutes prepared by: _____

Members

- **Present (in person):** _____
- **Present (remote):** _____ [ME/MA: roll-call votes required when members are remote. NH: note that a quorum was physically present, or the emergency that prevented it.]
- **Absent:** _____

Others appearing before the board

_____

Documents and exhibits used

1. _____
2. _____

Items

1. _____

- **Summary of discussion:** _____
- **Motion:** by _____, seconded by _____: _____
- **Vote:** _____ in favor, _____ opposed, _____ abstaining. [Roll call, by name, if taken: _____] Carried / Failed.

2. _____

(same format)

Executive / nonpublic session

Motion (read aloud): "I move that the board enter [executive session under 1 M.R.S. § 405(6)(_____) to discuss _____ — precise nature of business] [nonpublic session under RSA 91-A:3, II(_____)] [executive session under M.G.L. c. 30A § 21(a)(_____) for the purpose of _____, and to return / not return to open session]."
Moved by _____, seconded by _____.
Roll call / recorded vote: _____ (ME: 3/5 of members present and voting; NH: majority of members present; MA: majority, by roll call).
Entered at _____; returned to open session at _____. No final action taken in executive session / [NH: decisions made in nonpublic session, and any vote to seal the minutes: _____].

Public comment (if held)

_____

Minutes approved on _____.

State notes

- **Maine:** 1 M.R.S. § 403: at minimum date, time and place; members present or absent; and all motions and votes (by member if roll call). Make the record within a reasonable time. An audio or video recording also satisfies the rule. Executive session needs a public, recorded 3/5 vote, a motion stating the precise nature of the business and citing authority (§ 405).
- **New Hampshire:** RSA 91-A:2, II: names of members, people appearing, brief description of each subject, final decisions, start and end times, who moved and seconded each motion, and who wrote the minutes. Open to inspection within 5 business days. Nonpublic session: motion cites the RSA 91-A:3, II exemption; roll call; majority of members present.
- **Massachusetts:** c. 30A § 22: date, time and place; members present or absent; summary of discussion on each subject; list of documents and exhibits used; decisions and actions, including all votes. Open-session minutes, draft or approved, available within 10 days of a request. Executive session votes recorded by roll call.

Sources

- 1 M.R.S. § 403 (meetings open to public; record of meetings) — https://legislature.maine.gov/legis/statutes/1/title1sec403.html
- 1 M.R.S. § 405 (executive sessions) — https://legislature.maine.gov/legis/statutes/1/title1sec405.html
- 1 M.R.S. § 403-B (remote participation in public proceedings) — https://legislature.maine.gov/legis/statutes/1/title1sec403-B.html
- RSA 91-A:2 (meetings open to the public; notice; minutes) — https://www.gc.nh.gov/rsa/html/VI/91-A/91-A-2.htm
- RSA 91-A:3 (nonpublic sessions) — https://www.gc.nh.gov/rsa/html/VI/91-A/91-A-3.htm
- M.G.L. c. 30A, § 21 (executive sessions) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section21
- M.G.L. c. 30A, § 22 (minutes; open-session minutes available within 10 days) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section22

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