



Department of Information Technology Procedure for IT Council Meetings

I. PURPOSE

To establish procedure to implement RSA 91-A, the State's Right to Know Law pertaining to IT Council meetings.

II. PROCEDURE

- a. Meetings shall be publicly noticed on the House calendar and on the IT Council website at least 24 hours prior to the scheduled meeting.
 - i. DoIT website - email to DoIT-wcm (wcm@nh.gov)
 - ii. House Calendar – email notice to House Committee Legislative assistant
- b. Agenda to be sent out to the committee members a minimum of 1 week before the meeting.
- c. Draft minutes to be posted to the website within 5 business days of the meeting.
- d. Financial Disclosure statements for each committee member to be filled out and recorded yearly.
- e. A quorum must be met to hold an IT Council Meeting.
- f. Nonpublic sessions will follow the rules outlined in RSA 91-A on how to conduct and take minutes in a nonpublic session.