

Guidance for New Hampshire Lakes Management Advisory Committee Conference Call Meetings under RSA 91-A during the COVID-19 Emergency

As you may have heard, we received guidance about our options for meetings, beginning with ours on April 3, 2020 and continuing until the [state of emergency](#) declared by Governor Sununu on March 13, 2020 ends. The Governor provided clarification in his [memo](#) that important regular business could be conducted under the emergency provisions of the [right-to-know law](#) during the current state of emergency as long as reasonable care is taken to allow public participation in the meeting. Additional information about the temporary modification to the public access requirements of RSA 91-A was provided in [Emergency Order #12](#).

This is all uncharted territory for us, but these clarifications leave to chairs of boards, such as the LMAC, which is a government instrumentality, the decision to convene meetings via conference calls. This guidance indicates that the situation that necessitates conference call/webinar meetings is because of an emergency such as the unprecedented public health issue we are all facing together—and that we will get through together.

Please read the guidance below and have it at your side during our April 3, 2020 conference call meeting.

1. Business will be restricted to necessary and timely issues. Currently, there will be no presentations or discussion that are not related to the necessary and timely business on the agenda.
2. All meeting participants will be identified at the beginning of the conference call when the chair conducts a roll call. The roll call will first ask for each LMAC representative present using the order of them specified on the committee letterhead beginning at the top of the list. Should a quorum of voting members not be present on the call, the chair will terminate the meeting. NHDES staff will identify themselves next using their listed order on the committee letterhead. Members of the public will be asked to identify themselves next. If someone's name is not clear or the spelling may not be evident, he/she/they will be asked to spell his/her/their name.
3. When not speaking, please mute your line. With many representatives and others participating using mobile devices, there may be considerable collective background noise. Please remember to unmute your line when speaking.
4. All votes taken during these conference call meetings shall be by roll call. The roll call will be taken by the chair using the order of representatives specified on the committee letterhead beginning at the top of the list.
5. If the public is unable to access the meeting, the chair will not call the meeting to order.

Thank you for adhering to these requirements and taking these steps to assure that we follow the law and that our call is productive and efficient.

David Packard, Chair