



STATE OF NEW HAMPSHIRE  
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
**BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**

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**STANDING ORDER**

Order on Public Participation in Meetings Under RSA 310:5

The Board of Examiners of Nursing Home Administrators (“Board”) has the authority to establish the manner in which public spoken and written comment shall be accepted during public meetings<sup>1</sup>. Members of the public shall have the opportunity to provide public spoken or written comment to the Board within the following parameters:

1. The Board will set time for public spoken comment on its public agenda.
2. Members of the public wishing to provide spoken comment are allocated three minutes per speaker, not including time used for Board questions.
3. No written or spoken public comment shall pertain to any pending adjudicative, disciplinary, and non-disciplinary matters before the Board, including but not limited to pending applications, open complaints and investigations, adjudicatory proceedings, or matters still within the appeal timeframe or appellate process. Such *ex parte* communication with the Board is prohibited by law<sup>2</sup>.
4. Written comment shall be accepted up to ten calendar days after the meeting for placement on the following’s meeting’s agenda. The Board will not accept any written comment over four pages in length.

No public comment shall be accepting during emergency hearings conducted pursuant to RSA 541-A:30, III or RSA 310:12, IV; disciplinary and non-disciplinary remedial proceedings conducted pursuant to RSA 310:10; and unlicensed practice hearings conducted pursuant to RSA 310:13.

This Standing Order shall remain in effect until terminated by operation of law or the Board votes to rescind the Order.

By Order of the Board:

Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_

<sup>1</sup> N.H. RSA 310:5, VIII and IX.

<sup>2</sup> RSA 541-A:36; *see also* N.H. Admin. Rules Plc 206.10(b).