

Readopt with amendment Inst 103.01, effective 5/15/13 (Document #10336), to read as follows:

Inst 103.01 Composition of Board.

(a) Pursuant to RSA 205-D:2, I the board shall consist of 9 members who meet the eligibility requirements of RSA 205-D:2, I (a)-(h).

(b) Biennially, the board shall elect or appoint a chairperson and vice-chairperson at the first meeting of the board in a calendar year.

Readopt with amendment Inst 103.01, effective 12/24/05 (Document #8492), to read as follows:

Inst 103.03 Board Committees or Members. The board shall assign to a board committee or individual board member(s) fact finding tasks that will aid the board in meeting its statutory responsibilities.

Readopt with amendment Inst 103.05, effective 4/14/12 (Document #10112), to read as follows:

Inst 103.05 Office Hours, Office Location, Mailing Address, and Telephone.

(a) The board's office shall be located at the Office of Professional Licensure and Certification, 7 Eagle Square, Concord, N.H. and shall be open to the public weekdays, excluding holidays, from 8:00 a.m. to 4:00 p.m.

(b) Correspondence shall be addressed to the:

Office of Professional Licensure and Certification
Manufactured Housing Installation Standards Board
7 Eagle Square
Concord, N.H. 03301

(c) The board's telephone number shall be (603)-271-2152.

Readopt with amendment Inst 103.06, effective 12/24/05 (Document #8492), as amended effective 5/15/13 (Document #10336), to read as follows:

Inst 103.06 Duties of the Board.

(a) The statutory responsibilities of the board created by RSA 205-D:2, V and RSA 205-D:3 shall include but are not limited to:

- (1) Adopting rules and regulations to administer RSA 205-D in accordance with RSA 541-A;
- (2) Establishing licensing qualifications and standards for manufactured housing installers;
- (3) Setting standards for installation including but not limited to, supports, anchoring, and underpinning of manufactured houses installed in this state;
- (4) Establishing requirements for inspections;

- (5) Undertaking disciplinary proceedings in accordance with Plc 200;
- (6) Establishing requirements on forms as necessary; and
- (7) Developing and providing a program to train and educate installers or referring to a board approved program developed and taught by a private agency.
- (8) Developing and providing alternative dispute resolution.

Readopt with amendment Inst 104.02, effective 12/24/05 (Document #8492), as amended effective 5/15/13 (Document #10336), to read as follows:

Inst 104.02 Quorum. A quorum of the board shall be 5 members of the board. In the absence of chair or vice chair, the chair shall designate a pro tempore officer for the officer or officers absent.

Readopt with amendment Inst 104.03, effective 12/24/05 (Document #8492), to read as follows:

Inst 104.03 Decisions.

(a) The board’s decisions shall be only after a majority vote of the members present who are eligible to vote.

(b) A board member who was present at a hearing but absent from the meeting at which a tentative decision was reached shall be eligible to vote on the final decision prepared in accordance with the board’s direction, if the member is not otherwise recused from the matter.

Readopt with amendment Inst 105, effective 12/24/05 (Document #8492), as amended effective 4/14/12 (Document #10112), to read as follows:

Inst 105.01 Requests for Information. Request for information and access to records shall be as described in Plc 103.

APPENDIX

RULE	STATUTE
Inst 103.01	RSA 541-A:16, I(a); RSA 205-D:2, I and III
Inst 103.03	RSA 541-A:16, I(a); RSA 205-D:2
Inst 103.05	RSA 541-A:16, I(a); RSA 205-D::2
Inst 103.06	RSA 541-A:16, I(a); RSA 205-D:2, V and RSA 205-D:3
Inst 104.02	RSA 541-A:16, I(a); RSA 205-D:2, III
Inst 104.03	RSA 541-A:16, I(a)
Inst 105.01	RSA 541-A:16, I(a); RSA 91-A:4