

HEAC Best Practices

NH Constitution, Part I, Article 8: "Government...should be open, accessible, accountable, and responsive."

HEAC meets September through ~~May~~ ^{June} on the third Friday of every other month, with alternating months as the "placeholder."

HEAC meetings will occur at a location provided by the Department of Education.

The Chairman ~~prepares~~ ^{or their designee} ensures the preparation of a draft annual report for approval by a majority vote of the council prior to presenting it to the state Board of Education. A minority report may be prepared.

The Chairman may delegate responsibilities to the Vice Chairman and other council members as needed.

Meetings will be posted on the DOE website and at the DOE meeting location at least 24 hours in advance. Every effort will be made to also publish an agenda and related meeting material prior to meetings.

HEAC allows council members and the public to attend remotely. ^{in keeping with} ~~beginning~~ ^{PI-A}.

OK The public will have an opportunity to address the council at the ~~end~~ ^{beginning} of meetings and at the discretion of the Chairman. The individual will identify themselves by name and affiliation, if appropriate.

→ [HEAC posts minutes, meeting materials, annual reports, and recordings of meetings on the DOE website and retains them a minimum of ___ years.

DOE recordings^s

- 1) Liz's input
- 2) DOE tech ability

May annual report draft

relies on the DOE

check updates

Ed 315.12

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