

**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 consists of 9 members who meet the eligibility requirements of RSA 205-D:2, I (a)-(h).

(b) Biennially, the board elects or appoint a chairperson[;] **and** vice-chairperson[~~-, and secretary~~] 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 Staff, Board Committee or Members.

~~[(a) The board shall employ staff as necessary.]~~

(b) The board shall delegate authority to a board committee or individual board members to perform operations that fulfill the board's statutory responsibilities.

(c) The board shall delegate investigatory and other functions within its jurisdiction to committees consisting of one or more board members when such delegations are necessary to perform the board's work more efficiently.

(d) Committees shall have authority to investigate and make recommendations to the board but they cannot make final determinations on behalf of the board.

(e) Committees shall not have authority to retain paid advisors or use the voluntary services of non-board members, unless authorized by the commissioner.

**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 ~~[New Hampshire Joint Board, 121 South Fruit Street,]~~ **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 ~~[board's executive director at]:~~

**Office of Professional Licensure an Certification**

~~[New Hampshire Joint Board]~~ **Manufactured Housing Installation Standards Board**  
~~[121 South Fruit Street]~~ **7 Eagle Square**  
Concord, N.H. 03301

(c) The board's telephone number shall be (603)-271-~~[2249]~~ **2152.**

**Readopt with amendment Inst 103.06, 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 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) Implementing and otherwise carrying out the issuance of licenses to persons who engage in installation of manufactured housing;]~~

~~[(4)]~~**(3)** Setting reasonable standards for installation including but not limited to, supports, anchoring and underpinning of manufactured houses installed in this state;

~~[(5) Establishing fees, costs and assessments including, but not limited to, licensure, license renewal, training, inspections, and warranty seals;]~~

(6) Conducting investigations and inspections;

(7) Addressing complaints from consumers, park owners, manufacturers, retailers or installers of manufactured housing;

(8) Undertaking disciplinary proceedings which shall result in license suspension, revocation, an order to participate in a continuing education program, probation, payment of fine, or dismissal of the complaint;

(9) Conducting fair and impartial hearings, issuing written decisions, orders and rulings;

(10) ~~[Developing]~~ **Establishing information to be contained on** forms as necessary;

(11) Developing and providing a program to train and educate installers or referring to a board approved program developed and taught by a private agency; and

(12) Developing and providing alternative dispute resolution through the board or referring to a board approved private agency offering alternative dispute resolution.

**Readopt with amendment Inst 104.02, effective 5/15/13 (Document #10336), to read as follows:**

Inst 104.02 Quorum. **A quorum of the board shall consist of a majority of the members approved by the governor and council and a majority vote by the quorum shall be necessary to pass a motion. In the absence of chair or vice chair the chair shall designate a pro tempore officer for the officer or officers absent.**

~~[(a) A quorum of the board shall require at least 5 members present.~~

~~—(b) Unless otherwise provided by law, a quorum shall be required for members of the board to gather for the purpose of discussion, receiving information, conducting a hearing, or issuing final board decisions by the vote of a majority of the board members present and eligible to participate].~~

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

Inst 104.03 Decisions.

(a) The board's [~~final~~] decisions shall be issued only after the [~~necessary~~] majority has voted on the motion.

(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[~~-in question~~].

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

Inst 105.01 Requests for Information.

(a) All requests for information shall be directed to the address provided in Inst 103.05[~~-or by telephone at (603) 271-2219~~].

(b) Persons [~~who request~~] **desiring** copies of board records shall [~~reasonably describe~~] **submit a request which identifies as particularly as possible** the information **being** sought.

~~[(c) Public records not otherwise declared confidential by law shall be available for inspection at the office of the board by appointment.]~~

~~[(d)](c)~~ If records are requested which contain both confidential and public information the board will redact the confidential information and provide the remaining information.

~~[(e) In accordance with RSA 91-A:4, persons who request copies of board records shall pay a copy fee of \$1.00 per page.~~

~~—(f) Notwithstanding (e) above, a person who requests a copy of a transcribed record shall pay a fee of \$3.75 per page.~~

~~—(g) Staff for the board shall respond to requests to examine records of the board.]~~

**APPENDIX**

<b>RULE</b>	<b>STATUTE</b>
Inst 103.01	RSA 541-A:16, I(a)
Inst 103.03	RSA 541-A:16, I(a)
Inst 203.05	RSA 541-A:16, I(a)
Inst 103.06	RSA 541-A:16, I(a)
Inst 104.02	RSA 541-A:16, I(a)
Inst 104.03	RSA 541-A:16, I(a)
Inst 104.01	RSA 541-A:16, I(a)