

Chapter 53

MEETINGS

ARTICLE I **City Council Meetings**

- § 53-1. Date and time of first meeting.**
- § 53-2. Date and time of meetings.**
- § 53-3. Notice of regular meetings not required.**
- § 53-4. Special meetings; notice.**

§ 53-5. Notice of adjourned meetings.

ARTICLE II **Public Meetings**

- § 53-6. General notice requirements.**
- § 53-7. Taping of meetings; agendas.**

[HISTORY: Adopted by the City Council of the City of Laconia: Art. I, 12-29-1975 as Ch. 3 of the Public Ordinances of 1975; Art. II, 8-27-1990 as Ord. No. 179-90.5. Amendments noted where applicable.]

ARTICLE I **City Council Meetings**

§ 53-1. Date and time of first meeting.

The first meeting of the incoming City Council shall be held on the last Monday of January in each even-numbered year at half past seven o'clock in the evening in the City Council Chambers, unless in another location so ordered by the outgoing council.

§ 53-2. Date and time of meetings.

A regular meeting of the City Council shall be held on the last Monday of each month at 7:30 p.m. in the City Council chambers. Whenever the day of the first meeting of the month, more commonly referred to as the Council work session, falls on a holiday, the day following the scheduled work session on the holiday, shall be established as the meeting date.

§ 53-3. Notice of regular meetings not required.

No notice to the City Council of any regular meeting or of any business to be done at such meetings shall be required.

§ 53-4. Special meetings; notice.

Special meetings shall be held, upon notice, at the written request of the Manager or a majority of the City Council. Such notice shall be delivered to each Councilman by the City Clerk and shall specify the day and hours, the place thereof if not at the City Council Chambers and the purpose thereof or the business to be done.

§ 53-5. Notice of adjourned meetings.

The City Clerk is directed to give notice, if practicable, of every adjourned meeting to members not present at the adjournment, but the validity of such adjourned meeting or of any business done thereafter shall not depend upon the giving of such notice, if the meeting from which the adjournment was made was regular meeting or a special meeting duly called.

ARTICLE II**Public Meetings**

[Adopted 8-27-1990 as Ord. No. 179-90.5]

§ 53-6. General notice requirements.

Except in an emergency, a notice of the time and place of each meeting of the Laconia City Council or any city board, commission, agency or authority or any committee, subcommittee or subordinate body thereof or advisory committee thereto shall be posted in two (2) appropriate places within the city or shall be printed in a newspaper of general circulation in the city at least twenty-four (24) hours, including Sundays and legal holidays, prior to any such meeting. In the event of notice of posting, one (1) of the two (2) required notices shall be posted at City Hall. RSA 91-A, as it may be amended from time to time, shall otherwise apply in its entirety.

§ 53-7. Taping of meetings; agendas. [Added 7-29-1991 by Ord. No. 198-91.9]

All meetings of the Laconia City Council shall be recorded on audiotape. Every tape shall bear the words "Laconia City Council Meeting" and shall state the date of the meeting, the number of tapes made to fully record the meeting and the number of the individual tape (for example, "Laconia City Council Meeting, 15 January 1991, Tape 2 of 3"). All such tapes shall be preserved for a period of three (3) years from the date of the meeting and shall be stored in City Hall in a secure cabinet, and the tapes shall be given to the Laconia Library in place of destroying them for such use as the Library deems appropriate. To the extent that meeting agendas are prepared, they shall be filed separately by meeting date and kept in proximity to the tapes. The agenda file shall give notice that the tapes are available, and the location where the tapes are stored shall give notice that the agendas are available. No original tape shall be removed from City Hall. The City Clerk shall have custody and control of the tapes and the agenda file. The tapes and the agendas shall be public records.