

CHAPTER Fam 100 ORGANIZATION AND PUBLIC INFORMATION

REVISION NOTE:

Document #9667, effective 4-2-10, readopted with amendments and redesignated the former Chapter Mar 100 as Chapter Fam 100. The redesignation from title Mar to Fam was done due to the renaming of the Board of Marital Mediator Certification as the Board of Family Mediator Certification pursuant to 2009, 21:4, effective 1-1-10. Document # 9667 replaces all prior filings for organizational rules formerly in Chapter Mar 100. The numerals of the rules remained unchanged, and the source note information for the rules under Document #9667 refer to those same numbers under the title Mar.

PART Fam 101 PURPOSE

Fam 101.01 Purpose. These rules implement the statutory responsibilities of the New Hampshire board of family mediator certification created by RSA 328-C:4.

Source. #5609, eff 4-6-93, EXPIRED: 4-6-99

New. #7716, INTERIM, eff 6-22-02, EXPIRED: 12-19-02

New. #7916, eff 7-11-03; ss by #9667, eff 4-2-10 (see Revision Note at chapter heading for Fam 100)

Readopt with amendment Fam 102.01, effective 4/2/10 (Document #9667), to read as follows:

PART Fam 102 DEFINITIONS

Fam 102.01 Terms Used. As used in these rules, the following terms shall have the meanings indicated:

~~[(a)]~~ “Administrative assistant” means a person with delegated authority to perform administrative and clerical functions for the board.]

~~[(b)]~~**(a)** “Board” means “board” as defined in RSA 328-C:2, I, namely, “the board of family mediator certification established by RSA 328-C:4.”

~~[(c)]~~**(b)** “Certified family mediator” means “certified family mediator” as defined in RSA 328-C:2, II, namely, “a person certified under the provisions of this chapter to act as a family mediator.”

~~[(d)]~~**(c)** “Certified family mediator training program” means “certified family mediator training program” as defined in RSA 328-C:2, III, namely, “a program that has been certified under this chapter to provide the instructional training required for certified family mediators.”

~~[(e)]~~**(d)** “Family mediator” means an impartial third person who, with the consent of the parties in a family dispute, assists and enables the parties to work together to reach a mutually satisfactory settlement of the issues in the dispute.

Readopt with amendment Fam 103.01 and Fam 103.03, effective 4/2/10 (Document #9667), to read as follows:

PART Fam 103 [AGENCY ORGANIZATION] **DESCRIPTION OF BOARD**

Fam 103.01 Responsibilities of the Board. The responsibilities of the board are:

~~[(a) The certification, renewal of certification and reinstatement of certification of family mediators and family mediator training programs;~~

~~—(b) Disciplinary action against certified family mediators and certified family mediator training programs; and~~

~~—(c) The establishment of ethical requirements for certification.]~~

(a) Adopting rules relative to:

(1) Disciplinary conduct in accordance with RSA 328-C:7;

(2) Qualifications of applicants;

(3) Content of internships and duration of internships;

(3) Establish eligibility and reporting requirements for certified training programs;

(4) Establish continuing education requirements;

(5) Ethical and professional standards for the practice of licensees; and

(6) Any other matters necessary for the proper administration of RSA 328-C; and

(b) The adjudication of proceedings in compliance with Plc 200.

Fam 103.02 Composition of the Board. The board consists of [11]**6** members who meet the eligibility requirements of RSA 328-C:4.

Fam 103.03 Chairperson. The board elects a chairperson every 2 years by a majority vote.

Repeal Fam 103.04, effective 4/2/10 (Document #9667), as follows:

~~[Fam 103.04 Staff. The board designates an administrative assistant and such other staff members as are necessary to perform the record-keeping and other statutory functions of the board and to oversee the board's day-to-day operations.]~~

Adopt Fam 103.04 through Fam 103.06, to read as follows:

Fam 103.04 Meetings. The board shall meet at least quarterly and shall schedule such additional meetings as business requires.

Fam 103.05 Quorum of the Board. A quorum of the board shall be 3 members.

Fam 103.06 Record of Board Actions. Minutes shall be kept of board meetings and of official actions taken by the board. These minutes shall record those members who participate in each vote and shall separately record the position of members who choose to dissent, abstain, or concur.

Readopt with amendment and renumber Fam 203.05, effective 4/2/10 (Document #9667), to read as follows:

Fam 103.05 Office Location, Mailing Address, and Telephone.

(a) The board's location and mailing address are:

Board of Family Mediator Certification
c/o Office of Professional Licensure and Certification
[Room 424 State House Annex
25 Capitol Street] **7 Eagle Square**
Concord NH, 03301.
603-271-2125

~~[(b) The board can be reached by phone at (603) 271-6593, by facsimile at (603) 271-1112 and by TTY users within New Hampshire by calling Relay New Hampshire at 711.]~~

Repeal Fam 104, effective 4/2/10 (Document #9667), as follows:

~~[PART Fam 104 MEETINGS, DELIBERATIONS AND DECISIONS~~

~~— Fam 104.01 Meetings. The board shall meet at least quarterly and shall schedule such additional meetings as business requires.~~

~~— Fam 104.02 Necessary Quorum. A quorum shall be a majority of the board members.~~

~~— Fam 104.03 Record of Board Actions. Minutes shall be kept of board meetings and of official actions taken by the board. These minutes shall record those members who participate in each vote and shall separately record the position of members who choose to dissent, abstain or concur.]~~

Readopt with amendment Fam 105, effective 4/2/10 (Document #9667), to read as follows:

PART Fam 105 PUBLIC INFORMATION

Fam 105.01 Notice of Meetings. ~~[(a)]~~ Notice of the time and place of board meetings, excluding emergency meetings, shall be given in accordance with RSA 91-A:2, II.

~~[(b) Information about the time and place of board meetings shall also be available by telephone at the number stated in Fam 103.05(b).]~~

Fam 105.02 Public Attendance at Board Meetings. Pursuant to RSA 91-A:2, II, members of the public may attend and record board meetings, except for those parts of the meetings which are nonpublic sessions as set forth in RSA 91-A:3.

Fam 105.03 Public Access to Records. **Requests for information and access to records shall be made in accordance with Plc 103.01.**

~~[(a) Pursuant to RSA 91-A:4 members of the public may inspect and copy those records of the board, including meeting minutes, which are public records and not exempt from disclosure under RSA 91-A:3, II, RSA 91-A:5 or other applicable law.~~

~~— (b) Meeting minutes shall be available as specified RSA 91-A:3, III and RSA 91-A:4, IV.~~

~~— (c) Public records shall be inspected and copied at the office of the board at the location stated in Fam 103.05(a) during regular business hours.~~

~~— (d) Persons desiring copies of public records shall reasonably describe the information being sought and pay the actual cost of the copies.~~

~~— (e) If records are requested which contain both public information and information exempt from disclosure pursuant to RSA 91-A or other law, the board shall delete the information exempt from disclosure and provide the remaining information.]~~