

**Readopt Elec 101.01, effective 9-25-13 (Document #10421), as follows:**

Elec 101.01 Purpose. The rules of this title implement the statutory responsibilities of the New Hampshire electricians board created by RSA 319-C:4.

**Readopt Elec 102, effective 9-25-13 (Document #10421) and amended effective 6-7-17 (Document #12202), as follows:**

PART Elec 102 DEFINITIONS

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

- (a) “Board” means the New Hampshire electricians’ board established under RSA 319-C:4.
- (b) “Executive director” means the executive director of the office of professional licensure and certification.

**Readopt Elec 103.01 and Elec 103.02, effective 9-25-13 (Document #10421), as follows:**

Elec 103.01 Composition of Board.

- (a) The board consists of 5 members plus the state fire marshal or designee, who as an ex-officio member does not vote in board determinations.
- (b) The composition of the board consists of 2 master electricians, one journeyman electrician, and 2 public members. Board members are appointed by the governor and council.

Elec 103.02 The Chairperson and Vice Chairperson. The chairperson shall preside at all meetings. In the absence of the chairperson, the vice-chairperson shall preside.

**Readopt Elec 103.03 and Elec 103.04, effective 6-7-17 (Document #12202), as follows:**

Elec 103.03 Staff. The office of professional licensure and certification (***OPLC***) shall perform the record-keeping and other statutory functions of the board and ~~to~~ oversee the board’s day-to-day operations.

Elec 103.04 Organization. Annually, the board shall elect or appoint a chairperson, vice-chairperson, and secretary who shall be one of the appointed members at the first meeting of the board in a calendar year.

**Readopt Elec 103.05, effective 11-11-23 (Document #13739), as follows:**

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

- (a) The board’s office is located at the New Hampshire 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 at:

New Hampshire Office of Professional Licensure and Certification

Electricians Board  
7 Eagle Square  
Concord, N.H. 03301

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

**Readopt Elec 104.01, effective 9-25-13 (Document #10421), as follows:**

Elec 104.01 Record of Board Actions. Minutes shall be kept of board meetings and of official actions taken by the board. Minutes of board actions which are not confidential under RSA 91-A:3, II or RSA 91-A:5 shall be a governmental record and shall be available for inspection during the board's ordinary office hours, ***as described in Elec 103.05*** within 5 days from the close of the meeting or vote in questions unless the 72 hours availability requirement of RSA 91-A:3, III is applicable.

**Readopt Elec 104.02 and Elec 104.03, effective 11-11-23 (Document #13739), as follows:**

Elec 104.02 Custodian of Records. Persons desiring copies of board records shall submit a request ***to the executive director of the office of professional licensure and certification as described in Plc 104.*** ~~which identifies as particularly as possible the information being sought. If records are requested which contain both public and confidential information, the board shall delete the confidential information and provide the remaining information.~~

**Repeal lec 104.03 and Elec 104.04, effective 9-25-13 (Document #10421), and hold said sections in reserve as follows:**

Elec 104.03 ~~Copies~~ ***RESERVED***

~~(a) At the time and place identified in Elec 104.01, any person examining a document which is a governmental record may request a copy of that document.~~

~~(b) The board staff shall make copies of the documents examined and requested under (a) available in accordance with RSA 91-A:4, IV and Elec 105.03.~~

Elec 104.04 Unavailability of Public Records. ~~If the board is unable to make a governmental public record available for immediate inspection and photocopying, then it shall, within 5 business days of request:~~ ***RESERVED***

~~(a) Make such record available;~~

~~(b) Deny the request in writing with reasons; or~~

~~(c) Furnish written acknowledgment of receipt of the request and a statement of the time reasonably necessary to determine whether the request will be granted or denied.~~

**Readopt with amendment Elce 105.01, effective 3-7-19 (Document #12735), to read as follows:**

Elec 105.01 Meetings. Regular meetings shall be held at least 4 times each year. Special meetings shall be called by order of the chairperson or secretary. Each member of the board shall be notified in

writing of each meeting and such notice shall contain the place, date, time, and subject of the meeting. Notice of meetings shall be posted at the board office and on the board website, located at <https://www.oplc.nh.gov/electricians-board-meeting-information>  
~~https://www.oplc.nh.gov/electricians/index.htm~~

**Readopt with amendment Elce 105.02, effective 9-25-13 (Document #10421), to read as follows:**

Elec 105.02 Quorum. A quorum of the board shall consist of not less than 3 members, not including the ex officio member, and at least one public member. A majority vote by the members present shall be necessary to pass a motion unless otherwise specified by law. In the absence of the chair, vice chair, or secretary, a quorum of the board shall designate a pro tempore officer for the officer or officers absent.

**Readopt with amendment Elce 105.03, effective 9-25-13 (Document #10421), to read as follows:**

Elec 105.03 Duties of the Board.

(a) The responsibilities of the board include:

- (1) ~~Adopting~~***The adoption of*** rules to administer the provisions of RSA 319-C;
- (2) ~~Issuing licenses~~ ***Establishing the qualifications of applicants for initial and renewal licensure in addition to those requirements established under RSA 319-C;***
- (3) ***Determining how an applicant shall be examined, and the procedures for computerized examinations*** ~~Examining applicants for licensure; and~~
- (4) ~~Investigating complaints;~~
- (5) ~~Establishing~~***ingment of*** inspection procedures and promoting safe wiring practices in accordance with applicable codes and standards in order to protect citizens and property within the state of New Hampshire from hazards resulting from improper electrical installations; ~~and~~
- (6) ~~Any related matters.~~

(b) The ~~board~~ ***executive director of the office of professional licensure and certification*** shall maintain an office where records and files of master, journeyman, high/ medium voltage and apprentice electricians shall be kept. ~~The board issues notices, licenses, apprentice identification cards, certifications, and renewals.~~

(c) The ~~board~~ ***the executive director of the office of professional licensure and certification shall direct*** inspectors ***to*** perform on-site inspections to assure licensing and installation compliance ~~and investigate complaints.~~

Elec 105.04 ~~Tentative Decisions~~ ***RESERVED***

(a) ~~When necessary to conduct the board's business in a timely and efficient manner, the board shall instruct its staff or a committee of the board to prepare a draft document, subject to subsequent review and approval by the board. Such instructions shall be known as tentative decisions.~~

Text added to existing rule shown in ***bold italic***  
Text removed from existing rule shown in ~~strike-through~~

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~~(b) Tentative decisions shall not be final actions, and shall not be binding upon the board. Changes in the form or the substance of a tentative decision shall be made as often as necessary to produce a final document, which satisfactorily sets forth the final result the board intends to reach. The board's final decision shall be issued only when the necessary majority has voted in favor of the final form of the proposed action, allowing time for printing or servicing the document in question.~~

**Readopt with amendment Elec 106, effective 9-25-13 (Document #10421), to read as follows:**

PART Elec 106 APPOINTMENT OF COMMITTEES

Elec 106.01 ~~Committees~~ ***RESERVED***

~~(a) A committee shall consist of one or more board members who have been directed by the board to investigate and make recommendations on matters which could be handled by the full board.~~

~~(b) When expressly authorized by the board, the authority of a committee shall include:~~

~~(1) The retention of voluntary assistance from qualified non-board members; and~~

~~(2) The retention of paid advisors or consultants pursuant to RSA 332-G:3.~~

**APPENDIX**

<b>Rule</b>	<b>Specific State or Federal Statutes the Rule Implements</b>
Elec 101	RSA 541-A:16, I (a)
Elec 102	RSA 319-C:2
Elec 103.01 and Elec 103.02	RSA 319-C:4
Elec 103.03 through Elec 103.05	RSA 310:4, II (b) and (e )
Elec 104.01	RSA 541-A:16, I (a)
Elec 104.02	RSA 310:4, II (e )
Elec 105.01 and Elec 105.02	RSA 319-C:6
Elec 105.03	RSA 541-A:16, I (a)
Elec 106 (repeal)	RSA 310:4, I