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Readopt with amendment Home 102, effective 7-8-09 (Document #9503), to read as follows:

PART Home 102 DEFINITIONS

Home 102.01 Terms Used. As used in this chapter, the following terms shall have the meanings indicated:

(a) "Board" means "board" as defined in RSA 310-A:183, II, namely "the board of home inspectors."

(b) "Executive director" means the executive director of the office of professional licensure and certification (OPLC).

(c) "Home inspector" means "home inspector" as defined in RSA 310-A:183, VI namely "a person who, by reason of professional education or practical experience, or both, is qualified to engage in the practice of home inspections as attested by licensing as a home inspector."

(d) "Home inspection" means "home inspection" as defined in RSA 310-A:183, V namely "the process by which a home inspector visually examines the readily accessible systems and components of a home and which describes those systems and components in accordance with the board-approved standards of practice and code of ethics."

Readopt with amendment Home 103.01 through Home 103.03, effective 7-8-09 (Document #9503), to read as follows:

Home 103.01 Duties and Responsibilities. The board shall administer the provisions of RSA 310-A:182-201 which include but are not limited to safeguarding property, promoting public welfare, and maintaining a high standard of integrity, skills, and practice in the profession of home inspectors in this state.

Home 103.02 Composition of the Board. Pursuant to RSA 310-A:186, I, the board shall consist of 7 members who meet the eligibility requirements of RSA 310-A:186 I-III.

Home 103.03 The Chairperson and Vice Chairperson. The chairperson shall preside at all meetings. In the absence of the chairperson, the vice-chairperson shall preside.

Repeal Home 103.04, effective 7-8-09 (Document #9503), as follows:

~~Home 103.04 Staff. The board shall designate an executive director 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.~~

Readopt with amendment and renumber Home 103.05 and Home 103.06, effective 7-8-09 (Document #9503), as Home 103.04 and Home 103.05, to read as follows:

Home 103.04 Organization. Every 2 years, the board shall elect or appoint a chairperson, vice-chairperson, and secretary at the first meeting of the board in a calendar year.

Home 103.05 Seal. The seal of the board shall be an embossed circular seal consisting of 2 concentric circles, the outer circle having a diameter of 1 7/8 inches and an inner circle having a diameter of 1 3/8 inches. In the space between the 2 circles at the top of the seal, there shall be the words "Board of

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Home Inspectors." At the bottom of the seal, in the space between the 2 circles, there shall be the words "State of New Hampshire." In the center space, there shall be a representation of the Old Man in the Mountain with a blue background.

Readopt with amendment and renumber Home 103.07, effective 1-23-18 (Document #12462), as Home 103.06, to read as follows:

Home 103.06 Office Hours, Office Location, Mailing Address, and Telephone.

(a) The board's office shall be located at the OPLC 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:

Board of Home Inspectors
Office of Professional Licensure & Certification
7 Eagle Square
Concord, N.H. 03301

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

Readopt with amendment Home 104.01 and Home 104.02, effective 7-8-09 (Document #9503), to read as follows:

PART Home 104 PUBLIC INFORMATION

Home 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.

Home 104.02 Custodian of Records. Persons desiring copies of board records shall submit a request pursuant to Plc 104.

Repeal Home 104.03, effective 7-8-09 (Document #9503), as follows:

~~Home 104.03 Roster Distribution. Copies of a roster containing names, addresses, and assigned numbers of licensed home inspectors shall be furnished upon request. The fee shall be $30.00.~~

PART Home 105 MEETINGS, DELIBERATIONS, AND DECISIONS

Readopt with amendment Home 105.01 and Home 105.02, effective 7-8-09 (Document #9503), to read as follows:

Home 105.01 Meetings. Regular meetings shall be held at least 3 times each year. Special meetings shall be called by order of the chairperson or secretary. The board administrator shall notify each member of the board in writing of each meeting and such notice shall contain the place, date, time, and subject of the meeting.

Home 105.02 Quorum. A majority of the members of the board appointed by the governor and council shall constitute a quorum. A majority vote by the members present shall be necessary to pass a

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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 member or members absent.

Repeal Home 105.03 through Home 105.05, effective 7-8-09 (Document #9503), as follows:

~~Home 105.03 Board Meeting Procedures. The board shall conduct its meetings in the following order:~~

~~(a) Reading of the minutes;~~

~~(b) Interviews/meetings;~~

~~(c) Reading of communications;~~

~~(d) Reading and consideration of applications;~~

~~(e) Unfinished business;~~

~~(f) New business; and~~

~~(g) Adjournment.~~

~~Home 105.04 Procedures. Roberts Rules of Order, 10th edition dated 2000 shall govern the procedures of the board.~~

~~Home 105.05 Tentative Decisions.~~

~~(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.~~

~~(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.~~

Repeal Home 106, effective 7-8-09 (Document #9503), as follows:

~~PART Home 106 APPOINTMENT OF COMMITTEES~~

~~Home 106.01 Committees.~~

~~(a) A committee shall consist of one or more of 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.~~

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APPENDIX I

Rule	Specific State Statute the Rule Implements
Home 102	RSA 310-A:183, II, V, and VI.
Home 103.01	RSA 310-A:186–187
Home 103.02	RSA 310-A:186
Home 103.03	RSA 310-A:186
Home 103.04 renumbered from Home 103.05	RSA 310-A:186, V
Home 103.04 (repeal)	RSA 310:4
Home 103.05 renumbered from Home 103.06	RSA 310-A:187, I(f)
Home 103.06 renumbered from Home 103.07	RSA 541-A:16, I(a)
Home 104.01 and Home 104.02	RSA 91-A:4; RSA 541-A:16, I(a)
Home 104.03 (repeal)	RSA 310:4, II(e)
Home 105.01 through Home 105.03	RSA 91-A:4; RSA 541-A:16, I(a); RSA 310-A:186, V
Home 105.04 through Home 105.05 (repeal)	Implementing RSA 310-A:197, I-V repealed by 2023, 212:50, effective 10-3-2023
Home 106 (repeal)	RSA 332-G:3