



AGENDA APPROVAL AND POSTING PROCEDURES FOR MEETINGS OF COMMITTEES OF THE BOARD OF TRUSTEES

Responsible: Office of the Chief of Staff, Department of Board Services

PURPOSE

This administrative procedure shall establish the process under which a committee of the Board of Trustees shall comply with Nevada's Open Meeting Law in the Washoe County School District.

PROCEDURE

1. The Legislature of the State of Nevada has declared "all public bodies exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly."
2. Committees
 - a. A public body includes committees, sub-committees or subsidiary thereof, without regard to the number of members of the Board of Trustees sitting on the committee or subcommittee that is formed or established by the Board of Trustees.
 - b. If the Board of Trustees looks to a group of persons who have met on a particular subject for advice on that subject, the group – even if not formally appointed – could be considered a public body within the intent of the open meeting law.
3. Agenda / Notice of Meeting
 - a. Any notice of meeting/agenda of a Committee of the Board of Trustees shall be submitted to the Board Services Department (lascurry@washoeschools.net or jbatchelder@washoeschools.net) for review and approval not later than 10 working days prior to the meeting date. All agendas shall be reviewed and approved prior to being posted. The Board Services Department shall ensure such review and approval includes the Office of the General Counsel and the Chief, or his/her designee, who oversees the committee.
 - b. Notice of Meeting must include:
 - i. The time/date, place and location of the meeting;
 - ii. A list of the locations where the notice and supporting material has been posted;

- iii. The name and contact information for the person from whom a member of the public may request the supporting material for the meeting; and
 - iv. An agenda
- c. An agenda must consist of:
- i. Item Titles: A clear and complete statement of the topics scheduled to be considered during the meeting. Item titles should be written in such a way as to give any member of the public a general idea of what will be discussed and/or what action may be taken.
 - 1. Items which could result in action being taken must include the phrase "for possible action" next to the appropriate item title. In such cases, the title and action should mirror each other.
 - ii. Periods of public comment
 - 1. In accordance with Board policy, there should be at least two periods of public comment: one at the beginning of the meeting, prior to any action being taken, and one at the end just prior to adjournment.
 - 2. Additionally, public comment should be accepted during discussion of each presentation, discussion, information, and/or action item on the agenda.
 - iii. Notification if any portion of the meeting will be closed to consider the character, alleged misconduct, or professional competence of a person or any other allowable exception.
 - iv. Agendas shall include notification that:
 - 1. Items on the agenda may be taken out of order;
 - 2. The committee may combine two or more agenda items for consideration; and
 - 3. The committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

4. Posting Requirements

- a. The meeting agenda shall be posted by the Department of Board Services not later than 9:00 a.m., 3 working days before the meeting date, not including the date of the meeting.
- b. Posting locations shall include:
 - i. WCSD Website
 - ii. WCSD Central Administration Building Welcome Center
 - iii. State of Nevada Postings Website
 - iv. At least 3 other prominent locations such as City of Reno, City of Sparks, etc. (See Agenda Template)

5. Notice to Person Required

- a. Prior to a committee meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person, the individual being discussed must be given prior written notice of the time and place of the meeting in accordance with state law. Such notice must be delivered personally at least 5 working day before the meeting, or sent by certified mail at least 21 working days before the meeting. (NRS 241.033)

6. Supporting Materials

- a. Supporting materials shall be posted to the District's website when provided to the committee. If such materials are provided during the committee meeting, materials shall be posted within 24 hours of the meeting time.
- b. At least one copy of the supporting materials should be available to the public at the meeting.

7. Quorum

- a. There must be a quorum of members of the committee present, in person or by electronic communication, at a meeting for Open Meeting Law to apply.
- b. If a quorum is not present, no action may be taken.

8. Constructive Quorum

- a. A meeting also includes any series of gatherings of members of a public body at which:
 - i. Less than a quorum is present at any individual gathering,
 - ii. The members of the public body attending one or more of the gatherings collectively constitute a quorum, and
 - iii. The series of gatherings was held with the specific intent to avoid the provisions of NRS Chapter 241, Meeting of State and Local Agencies.
- b. A constructive quorum may also be achieved through serial or electronic communications such as telephone, fax or email.

9. Meetings to Be Open and Public

- a. All meetings of Committees of the Board of Trustees must be open and public, and all persons must be permitted to attend, except as otherwise provided by specific statute.
- b. Reasonable efforts to assist and accommodate persons with physical disabilities desiring to attend must be made.
- c. Public comment shall be allowed at the beginning and end of each meeting. Additionally, public comment shall be allowed after discussion of each item, but before any action is taken. Comments by a member of the public shall be limited to three (3) minutes.
- d. The District shall adopt reasonable rules and regulations to ensure orderly conduct during the meeting. The Committee Chair should only interrupt or terminate an individual's public comment if it is too lengthy, abusive, disruptive or obscene.

10. Written Minutes and Audio Recordings

- a. Meetings of any committee of the Board of Trustees shall be recorded.
- b. Written minutes shall be created for each meeting within 45 days of the meetings conclusion or prior to the next meeting, whichever is longer, and shall include:
 - i. The date, time and location of the meeting

- ii. Members of the committee who were present, to include if attendance was via electronic communication, and members who were absent.
- iii. The substance of all matters proposed, discussed or decided.
- iv. The substance of remarks made by a member of the general public.
- v. If a member of the general public has prepared written remarks, such written remarks shall be attached to the meeting minutes.

11. Public Information

- a. Upon request, meeting materials shall be provided at no charge to a member of the public. Such materials may include a copy of the agenda, proposed policies that will be discussed, and any other supporting materials provided to members of the committee (excluding materials which are confidential by law).
- b. Minutes and audiotape recordings of public meetings are public records and must be made available to the public, at no charge, within 30 days after the adjournment of the meeting.
- c. All committees shall maintain a webpage which shall contain information to include, but not be limited to:
 - i. Committee purpose or mission;
 - ii. Membership information
 - iii. Meeting archive

DEFINITIONS

- 1. A Public Body:
 - a. includes the Board of Trustees or any committee (administrative, advisory, executive or legislative) consisting of at least two persons which advises or makes recommendations to the Board of Trustees.
 - b. includes committees and subcommittees which are either formally or informally appointed by the Board of Trustees for the purpose of making decisions for, or recommendations to, the Board of Trustees.
- 2. Action is a decision made by a majority of the members present during a meeting.

3. A meeting is a gathering of member of a public body at which a quorum is present to deliberate toward a decision or to take action on any matter over which the public body has supervision, control, jurisdiction or advisory power.
4. Quorum means a simple majority of the constituent membership of a public body or another proportion establish by law.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure complies with the governing documents of the District, to include:
 - a. Board Policy 9100, Committees of the Board of Trustees
 - b. Administrative Regulation 1220, Advisory Committees
3. This Administrative procedure complies with the requirements of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. Chapter 241, Meetings of State and Local Agencies

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
12/08/2015	1.0	Adopted