



# **Administrative Regulation 9110**

## **Public Bodies**

**Responsible Office:** Office of the General Counsel

### **PURPOSE**

The Superintendent adopts this Administrative Regulation to establish the responsibilities and procedures for implementing Board Policy 9100, Public Bodies. This Administrative Regulation applies to any Washoe County School District (District) Public Body created by the Board of Trustees (Board) to make recommendations to, or advise, the Board on specific issues. It outlines the expectations for District personnel and Public Body members in establishing processes and procedures for Public Bodies in the performance of their duties.

### **DEFINITIONS**

1. "Advisory Public Body" has the meaning ascribed to it in Nevada Revised Statutes (NRS) Chapter 241, Meetings of State and Local Agencies, as applicable to the District and does not include the Board.
2. "Responsible Office" is the Office/Department within the District's executive branch of government that will assist the Advisory Public Body with administrative functions.
3. "Staff Liaison" is an employee that assists in developing information and recommendations for consideration by the Advisory Public Body.
4. "Supporting material" means material that is provided to the members of an Advisory Public Body by a member of staff, and the members of the Advisory Public Body would reasonably rely on these materials to deliberate or take action on a matter contained in a noticed agenda. The term does not include materials:
  - a. Submitted to the Public Body pursuant to a nondisclosure or confidentiality agreement which relates to proprietary information;
  - b. Pertaining to the closed portion of such a meeting of the Public Body;
  - c. Declared confidential by law, unless otherwise agreed to by each person whose interest is being protected under the order of confidentiality; or
  - d. Materials provided by a member of the Advisory Public Body.

## **REGULATION**

1. Exclusion. This Administrative Regulation does not apply to the Board.
2. Staff Liaison
  - a. The Superintendent shall designate a Responsible Office to each Advisory Public Body, and the Responsible Office shall provide a staff liaison to the Advisory Public Body.
  - b. The staff liaison shall provide information and clarification to the Public Body as necessary and will coordinate with other District offices where required.
3. Meeting Notice and Supporting Documents
  - a. The Department of Board Services shall collaborate with the staff liaison and ensure public notices for meetings of Public Bodies are created in a timely manner and posted in accordance with Nevada's Open Meeting Law.
  - b. All support materials should be submitted at the same time as the agenda. However, there are instances when that is not possible. Board Services shall work with individual staff liaisons on the final deadline for the submission of items. Any materials presented at the meeting shall be posted in accordance with Nevada's Open Meeting Law.
4. Preparation of Agenda and Support Materials
  - a. All agendas shall follow the same format and organization of the Board of Trustees agendas.
  - b. The staff liaison, in coordination with the Chairperson of the Public Body, shall prepare the agenda for all meetings of the Public Body.
  - c. Because it is the responsibility of an Advisory Public Body to stay within its authority and make recommendations to the Board, final authority over the content of the agenda remains in the sole discretion of the staff liaison.
  - d. The staff liaison shall be responsible for the preparation of support material in support of agenda items.
  - e. The public shall not be allowed to place items on the agenda of a Public Body.

5. Minutes

- a. The staff liaison or the recording secretary of the public body shall keep minutes of any meeting of the public body in accordance with Nevada Open Meeting Law requirements.
- b. The Board Services Department shall post and retain the minutes of all public meetings of Public Bodies in compliance with Nevada Open Meeting Law requirements.

6. Reporting Public Bodies' Meetings to the Board and/or Superintendent

- a. The Board and Superintendent shall receive periodic updates as to Public Bodies' meetings and their activities. Such updates may occur in the form of a presentation at a Board meeting or a written report by the staff liaison that is approved by the Superintendent.
- b. At the end of the school year, the staff liaison shall provide the Board a summary of the committee meetings that includes the number of meetings held and the dates of each meeting, the attendance of all committee members during the school year, the term status of each committee member, and the number of vacancies on the committee and the efforts by the staff liaison to fill the vacancies, if any.

7. Recruitment, Selection and Approval of Members

- a. The Responsible Office shall recruit, select, and forward to the Board for approval, where necessary, potential members who are both qualified for the respective opening and who represent the various communities of Washoe County.
- b. Members in good standing may be re-appointed without the District opening the position for recruitment or being required to submit a new application or be interviewed.
  - i. Members seeking re-appointment must submit, for consideration by the Board, a letter of intent to return for an additional term on the Public Body; and
  - ii. Appointment and/or re-appointment of members to Public Bodies shall require the approval of the Board, where necessary.

## 8. Removal of Member

- a. Except as otherwise limited by applicable law or ordinance, the staff liaison may remove a member from a public body or may deny a person the opportunity to serve on a public body if the staff liaison finds that the member or person violated federal or state law, a District policy, regulation, or procedure.
- b. Except as otherwise limited by applicable law or ordinance, the staff liaison may remove a member from a public body or elect to not reappoint that member for poor attendance, meaning the missing of one-third of the meetings of a public body in a calendar year.
- c. The staff liaison shall alert the Board to the removal of a member of a public body within 10 business days from the date of the removal of the member of the public body.
- d. In circumstances where a member of a public body is not reappointed to serve on the public body due to violation of District policy, regulation or other rule, or due to poor attendance, the staff liaison shall make a new appointment recommendation to the Board.

## 9. Training

- a. The District will provide training as needed to Public Bodies to ensure compliance with applicable federal and state laws, and District policies, regulations, and procedures. This training will include Nevada's Open Meeting Law and the Nevada Public Records Act.

10. To ensure continuity of operations for Advisory Public Bodies with the Board, if this Administrative Regulation fails to address an issue related to the operations of an Advisory Public Body, the Advisory Public Body shall follow the Board's protocols, including precedent, to resolve operational issues.

## **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Administrative Regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 9100, Public Bodies;
  - b. Board Policy 9110, Meeting Protocols;
  - c. Board Policy 1500, Volunteers; and

- d. Administrative Regulation 9111, Meeting Protocols.
- 2. This Administrative Regulation complies with Nevada Revised Statutes (NRS):
  - a. NRS Chapter 241, Meetings of Public Bodies.

**REVISION HISTORY**

Date	Revision	Modification
03/16/2026	1.0	Adopted.