

# THE NEVADA OPEN MEETING LAW

NRS 241

Hazard Mitigation Working Group

# Legislative Intent

In enacting this chapter, the Legislature finds and declares that 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.

# The Definition of a Public Body

NRS 241.015(4):

(b) Any board, commission or committee consisting of at least two persons appointed by:

(3) A public officer who is under the direction of an agency or other entity in the Executive Department of the State Government, if the board, commission or committee has at least two members who are not employed by the public officer or entity;

# Agenda Requirements

## Proper Notice:

- Written notice at principal office of the public body and the State Notice Website.
  - If the meeting is virtual, with no physical location, the agenda must also be posted on the public body's website.
- Three days in advance of the meeting by 9:00 a.m.

## Agenda Content:

- Time, place, and location.
- Multiple periods of public comment.
- Clear and complete descriptions of all topics.
- Clearly denote action items.

# Meeting Requirements

## Open to Public:

- Facility must be adequate to host a meeting and be open to the public.
- Accommodations for physically handicapped persons.
- All members attending, whether in person or by phone, must be able to hear each member of the public body.

## Quorum:

- Simple majority of the membership must be present to conduct a public meeting.
- Proxies/alternates do not count towards quorum.

## Taking Action:

- All action taken in public, no voting in secret.
- Majority vote required.

## Recording:

- All public meetings must be recorded/transcribed.
- Minutes of each meeting must be retained.
- Minutes are considered public records.

# Compliance Tips

Preparation

Don't hit "Reply All"

Be aware of quorum outside of a public meeting