

# **Recommendations for Transitioning From Open Meeting Law**

Southern Nevada Continuum of Care

Draft 1

November 9, 2023

The purpose of this document is to provide guidelines to the Southern Nevada CoC Board, Clark County Social Services staff, and relevant stakeholders regarding the posting and running of CoC Board meetings as it transitions away from Nevada Open Meeting Law requirements. The purpose of this transition is to allow for better community engagement during meetings, the flexibility to discuss important or timely agenda items as they arise, and to reduce the amount of burdensome requirements and prohibitions that OML necessitates while maintaining a commitment to ensuring that CoC Board Meetings are conducted transparently and appropriately.

## **1. Proper Notice of the Meeting**

- A written notice of the meeting must be prepared with date, time, and location of the meeting
- Notice must be posted, and e-mailed out, no later than 9 a.m. on the third working day prior to the meeting – do not count the day of the meeting.
- Notice must be sent to all CoC Board Members, any presenters or speakers that will be participating in the meeting, and any public member who requests it.

## **2. Agenda Items**

- A call for New Business will be added to the beginning of each agenda and a New Business agenda item will be added to the end of the agenda
- Clear and complete statements will be provided of all agenda items and topics to be considered during the meeting to give members and the public adequate notice.
- Items should be noted as “For Possible Action” or “For Discussion” as appropriate
- Public Comment must be included on the agenda
- The agenda will list the contact information for the person for whom a requester may obtain a copy of the meeting agenda or support materials.

## **3. Support Materials**

- All agenda item support materials will be sent out with the meeting notice and posted after the meeting for public access

## **4. Minutes and Recordings**

- Written meeting minutes will be kept for each meeting. Minutes will include, at a minimum:
  - i.** Attendees
  - ii.** Time of call to order and adjournment
  - iii.** Whether or not a quorum was present at the call to order and at adjournment

- iv.** The substance of all matters discussed (agenda items, new business, and public comment)
- v.** Any actions taken and the result of those actions
- vi.** Any other information requested by the public to be included in the minutes
- vii.** Written minutes and recordings will be sent out to Board Members and any member of the public who requests them within 1 week of the meeting.
- viii.** Written minutes and recordings will be posted online (CoC website) within 1 week of the meeting