

Title 4 - Codification of Board Policy Statements

Chapter 1

GENERAL POLICY STATEMENTS

Add a new Section 29. **Open Meeting Law and Public Records Policy**

1. General Statement of Policy.

The Board of Regents, as the constitutional public body created to govern the state system of universities, community colleges, state colleges, research and public service units, is committed to the open and public conduct of business in accordance with the provisions of the Nevada Open Meeting Law, NRS 241.010 to NRS 241.040. This commitment, includes, but is not limited to the timely publishing of clear and complete agendas for Board meetings, disclosure of all support materials relating to the Board meetings and seeking public comment on all matters to be considered by the Board. The Board of Regents is committed to working closely with the Office of the Attorney General to help ensure compliance with the Open Meeting Law.

The Board and all its member institutions are also committed to allowing open inspection and disclosure of their public records in accordance with the provisions of the Nevada Public Records Law, NRS 239.005 to NRS 239.030.

2. Open Meeting Law Guidelines.

a. Office of the Attorney General.

The Chief Counsel of the Board of Regents is directed to consult regularly with the Office of the Attorney General regarding interpretation and application of the Nevada Open Meeting Law.

b. Agendas.

1. Agendas for all meetings of the Board of Regents, its subcommittees and ad hoc committees will comply with the requirements of NRS 241.020.

2. The agendas must include a clear and complete statement of the topics scheduled to be considered.

c. Agenda supporting Materials and Minutes.

1. Agenda supporting materials at the time they are made available to the Regents or to the members of subcommittees or ad hoc

committees shall be provided to or made available to the public in accordance with the provisions of NRS 241.020(5).

- 2. Minutes of Board and committee meetings will be made available for inspection by the public within 30 working days after adjournment of the meeting and the minutes and any audiotapes of the meeting will maintained in accordance with NRS 241.035.**
- 3. All requests for supporting materials will be referred to the Secretary of the Board for immediate response.**

d. Closed Sessions.

- 1. Closed sessions will only be held for those matters for which a meeting may be closed in accordance with NRS 241.030(1).**
- 2. The published agenda and the motion to close any portion of a public meeting will specify the nature of the business to be considered, in accordance with NRS 241.030(2).**
- 3. The published agenda and the motion to close the meeting will identify by name the person or persons who will be the subject of the closed session.**
- 4. In a closed session, all relevant aspects of the matter may be considered by the Board, but no votes or action can be taken in closed session. Consideration of any matter in closed session will be limited to receiving information regarding the matter and seeking clarification with regard to the information received. The members of the Board of Regents, in closed session, will not deliberate, discuss or express any opinions on the substance of the matter under consideration. All deliberations, discussion and expression of opinions on the matter will take place in open session.**
- 5. The person or persons who are the subject of the closed session will be given notice of the meeting in accordance with NRS 241.033 and, if applicable, notice of intent to take administrative action in accordance with NRS 241.034.**
- 6. The person or persons, who are the subject of a closed session, will be given the opportunity to address the Board of Regents, any subcommittee or ad hoc committee during the closed session.**
- 7. In accordance with, NRS 241.031, the Board of Regents, its subcommittees and ad hoc committees will not hold closed sessions regarding the character, alleged misconduct, professional competence**

or physical or mental health of any employees who are elected members of a public body, including the Nevada Legislature.

- 8. The Attorney General will be notified of any planned closed session and asked to send a representative to the closed session.**

e. Consultation with Counsel.

The Board of Regents may consult privately with counsel with regard to existing or potential litigation. In accordance with NRS 241.015(2)(b)(2), such consultation does not constitute a "meeting" subject to the agenda and other requirements of the Open Meeting Law.

3. Public Record Law Policy.

- a. Each institution and the system units must designate a public records officer to receive and respond to all requests for inspection or copying of public records.**
- b. It is the policy of the Board of Regents that inspection and copying of public records must be promptly accommodated, unless prohibited by a specific provision of law.**
- c. Minutes of open meetings will be made available for inspection 30-working days after the adjournment of the meeting in accordance with NRS 241.035(2).**
- d. All minutes of open meetings shall be retained in accordance with NRS 241.035(2).**
- e. The denial of any request for inspection or copying of public records must be approved by the Chief Counsel.**