



Carson City Planning Division

2621 Northgate Lane, Suite 62

Carson City, Nevada 89706

(775) 887-2180

Plandiv@ci.carson-city.nv.us

www.carson-city.nv.us

MEMORANDUM

Planning Commission meeting of April 22, 2009

TO: Planning Commission **Item H-1**
FROM: Lee Plemel, Director *LP*
DATE: April 13, 2009
SUBJECT: **MISC-09-021** – Presentation by the District Attorney's office regarding the Nevada Open Meeting Law. (DA's office)

Senior Deputy District Attorney Joel Benton will give a presentation on the Nevada Open Meeting Law, which addresses how meetings of various City boards and commission must be conducted. Mr. Benton will be available to answer any questions.

Attached for reference is a copy of the Nevada Open Meeting Law Manual published by the Attorney General's office.

NEVADA OPEN MEETING LAW MANUAL



ATTORNEY GENERAL
GEORGE J. CHANOS

100 NORTH CARSON STREET
CARSON CITY, NEVADA 89701-4717
Telephone (775) 684-1100; Fax (775) 684-1108
Las Vegas: Telephone (702) 486-3420; Fax (702) 486-3768
Reno: Telephone (775) 688-1818; Fax (775) 688-1822
Website: ag.state.nv.us

Tenth Edition
December 2005

TABLE OF CONTENTS

Reference is made throughout the manual to OMLO (Open Meeting Law Opinions), which are opinions rendered by the Office of the Attorney General as a guideline for enforcing the Open Meeting Law and not as a written opinion requested pursuant to NRS 228.150. OMLO opinions can be found at our website at ag.state.nv.us and will be published in all editions of the Official Opinions of the Attorney General beginning in 2000. Additional reference is made to (Op. Nev. Att'y Gen.) Attorney General Opinions, which are opinions rendered pursuant to NRS 228.150 and can be found at our website and in current editions of the Official Opinions of the Attorney General.

PART 1	COMPLIANCE CHECKLIST	1
PART 2	THE OPEN MEETING LAW, NRS CHAPTER 241	7
PART 3	WHAT IS A "PUBLIC BODY" THAT MUST CONDUCT ITS MEETINGS IN COMPLIANCE WITH THE OPEN MEETING LAW?	18
§ 3.01	General; discussion of statutory definition	18
§ 3.02	Bodies headed by one person; Governor not a public body	19
§ 3.03	Agenda staff	19
§ 3.04	Committees, subcommittees; advisory bodies	20
§ 3.05	Commissions or committees appointed by Legislature	21
§ 3.06	Members-elect of public bodies	21
§ 3.07	Specific examples of entities which have been deemed to be public bodies	22
§ 3.08	Specific examples of entities which have been deemed not to be public bodies	22
§ 3.09	Private, nonprofit organizations	23
PART 4	WHAT ACTIVITIES ARE EXEMPT FROM THE OPEN MEETING LAW?	24
§ 4.01	General	24
§ 4.02	Statutory exemptions	24
§ 4.03	Certain confidential investigative proceedings of the Gaming Control Board and Commission	27
§ 4.04	Quasi-judicial functions	27

§ 4.05	Attorney-Client conferences possibly exempt.....	27
§ 4.06	Student governments.....	28
PART 5	WHAT GATHERINGS MUST BE CONDUCTED IN COMPLIANCE WITH THE OPEN MEETING LAW?	29
§ 5.01	General; statutory definitions.....	29
§ 5.02	Informal gatherings and discussions.....	30
§ 5.03	Social gatherings.....	32
§ 5.04	Seminars, conferences, conventions	33
§ 5.05	Telephone conferences.....	33
§ 5.06	Electronic polling.....	33
§ 5.07	Mail polls	34
§ 5.08	Serial communications, or “walking quorums”	34
§ 5.09	“Private Briefings” among staff of public body and nonquorum of members	37
§ 5.10	Meetings held out-of-state or out of local jurisdiction.....	37
§ 5.11	Non-meetings to confer with counsel	38
§ 5.12	Meetings held with another public body.....	38
PART 6	WHAT ARE THE NOTICE REQUIREMENTS UNDER THE OPEN MEETING LAW?.....	40
§ 6.01	General.....	40
§ 6.02	Contents of notice	40
§ 6.03	Posting the notice	42
§ 6.04	Mailing notice; mailing lists	43
§ 6.05	Calculating “three working days”	43
§ 6.06	Providing copies of agenda and supporting material upon request	43

§ 6.07	Fees for providing notice of copies of supporting material	45
§ 6.08	Emergencies	46
§ 6.09	Providing individual notice to persons whose character, alleged misconduct, professional competence, physical or mental health are to be considered; waivers of notice	47
§ 6.10	Providing individual notice to persons against whom the public body may take certain administrative action or from whom the public body may acquire real property by the exercise of the power of eminent domain	50
PART 7	WHAT ARE THE REQUIREMENTS FOR PREPARING AND FOLLOWING THE AGENDA?	53
§ 7.01	General	53
§ 7.02	Agenda must be clear and complete	53
§ 7.03	Stick to the agenda	56
§ 7.04	Matters brought up during public comment	58
PART 8	WHAT ARE THE REQUIREMENTS FOR CONDUCTING AN OPEN MEETING?	59
§ 8.01	General	59
§ 8.02	Facilities	59
§ 8.03	Accommodations for physically handicapped persons	60
§ 8.04	Allowing members of public to speak; reasonable rules and regulations	60
§ 8.05	Excluding people who are disruptive	61
§ 8.06	Excluding witnesses from testimony of other witnesses	61
§ 8.07	Votes by secret ballot; different majority voting requirements of members present at the meeting as distinguished from total number of members of the agency	61
§ 8.08	Recordings	62
§ 8.09	Telephone conferences	62
PART 9	WHEN ARE CLOSED MEETINGS AUTHORIZED AND HOW ARE THEY TO BE HANDLED?	63

§ 9.01	General.....	63
§ 9.02	When closed sessions may be held	63
§ 9.03	When closed sessions may not be held	64
§ 9.04	Meetings to consider character, allegations of misconduct, professional competence, or physical or mental health of a person; limitations.....	65
§ 9.05	The appointment to “public office” exception.....	67
§ 9.06	How to handle closed sessions to consider character, allegations of misconduct, professional competence, or physical and mental health of a person	68
§ 9.07	Preserving confidentiality on the agenda and with the motion to go into closed session.....	69
PART 10	WHAT RECORDS MUST BE KEPT AND MADE AVAILABLE TO THE PUBLIC?.....	70
§ 10.01	General	70
§ 10.02	Requirement for and content of written minutes	70
§ 10.03	Retention and disclosure of minutes	70
§ 10.04	Making and retaining audiotapes or video recordings of meetings	71
§ 10.05	Fees for inspecting or copying minutes and tapes	71
§ 10.06	Using court reporters.....	72
PART 11	WHAT HAPPENS IF A VIOLATION OCCURS?.....	73
§ 11.01	General	73
§ 11.02	Containing and correcting violations.....	73
§ 11.03	Actions taken in violation are void	74
§ 11.04	Rescheduling actions that are void	74
§ 11.05	Any person denied a right under the Open Meeting Law may bring a civil suit.....	75
§ 11.06	The Office of the Attorney General may bring a civil suit	75

§ 11.07	Time limits for bringing lawsuits.....	75
§ 11.08	Jurisdiction and venue for suits.....	76
§ 11.09	Standards for injunctions and enforcing injunctions	76
§ 11.10	Criminal sanctions	76
§ 11.11	Public officers may be removed from office	77
§ 11.12	Complaints may be made to the Office of the Attorney General	77
PART 12	HOW IS THE OPEN MEETING LAW INTERPRETED AND APPLIED?	79
§ 12.01	General.....	79
§ 12.02	Legislative declaration and intent	79
§ 12.03	Standards of interpretation	79
§ 12.04	Use of standard of reasonableness	79
§ 12.05	Attorney General opinions.....	79
PART 13	WHAT ELSE DO I NEED TO KNOW ABOUT THE OPEN MEETING LAW?	81
§ 13.01	General.....	81
§ 13.02	Relationship of Open Meeting Law to Administrative Procedures Act, NRS chapter 233B	81
§ 13.03	Relationship of Open Meeting Law to Amendment to the Constitution of the United States.....	81
§ 13.04	Relationship of Open Meeting Law and Defamation	82
SAMPLE FORM 1:	NOTICE AND AGENDA OF PUBLIC MEETING (WITH COMMENTS)	83
SAMPLE FORM 2:	MINUTES	86
SAMPLE FORM 3:	NOTICE OF INTENT TO CONSIDER CHARACTER, MISCONDUCT, COMPETENCE OR HEALTH OF A PERSON. NRS 241.033; PROOF OF SERVICE	89

Part 1 COMPLIANCE CHECKLIST

**This is a checklist to reference when applying the Open Meeting Law.
References in brackets are to the NRS and sections of this manual.**

Does the Open Meeting Law apply?

- _____ Is the entity a public body? [NRS 241.015(3), §§ 3.01-3.09]
- _____ Is the activity exempt from the Open Meeting Law? [§§ 4.01-4.06]
- _____ Is a meeting going to occur? [NRS 241.015(2), §§ 5.01-5.12]
 - _____ Will a quorum of the members of the public body be present? [§ 5.01]
 - _____ To deliberate toward a decision or take action? [§ 5.01]
 - _____ On any matter over which the public body has supervision, control, jurisdiction, or advisory power? [§ 5.01]

Agenda (See Sample Form 1)

- _____ Has a clear and complete agenda of all topics to be considered been prepared? [NRS 241.020(2)(c), §§ 6.02, 7.02]
- _____ Does the agenda list *all* topics scheduled to be considered during the meeting? [§§ 6.02, 7.02]
- _____ Have all the topics been clearly described in the agenda in order to give the public adequate notice? [§§ 6.02, 7.02]
- _____ Does the agenda include a designated period for public comments? Does the agenda state that action may not be taken on the matters considered during this period until specifically included on an agenda as an action item? [§§ 6.02, 7.04, 8.04]
- _____ Does the agenda describe the items on which action may be taken and clearly denote that action may be taken on those items? [§§ 6.02, 7.01]
- _____ Has each closed session been denoted including the name of the person being considered in the closed session, and if action is to be taken in an open session after the closed session, was it indicated on the agenda? [§§ 7.02, 9.06, NRS 241.020(4)]

Notice, posting and mailing (See Sample Form 1)

_____ Has written notice of the meeting been prepared? [NRS 241.020(2), § 6.01]

_____ Does the notice include:

_____ The time, place, and location of the meeting? [§ 6.02]

_____ An agenda as prepared in accordance with the above standards?

_____ A list of places where the notice was posted? [§ 6.03]

_____ A statement regarding assistance and accommodations for physically handicapped people? [§ 6.02]

_____ Was the written notice [NRS 241.020(3)(a), § 6.03]

_____ Posted at the principal office of the public body (or if there is no principal office, at the building in which the meeting is to be held)? [§ 6.03]

_____ Posted at not less than three other separate, prominent places within the jurisdiction of the public body? [§ 6.03]

_____ Posted no later than 9 a.m. of the third working day before the meeting (don't count day of meeting)? [§§ 6.03, 6.05]

_____ Was the written notice [NRS 241.020(3)(b), § 6.04]

_____ Mailed at no charge to those who requested a copy? [§§ 6.04, 6.07]

_____ Mailed in the same manner in which the notice is required to be mailed to a member of the body? [§ 6.04]

_____ Delivered to the postal service used by the body no later than 9 a.m. of the third working day before the meeting? [§ 6.04]

_____ Have persons who requested notices of the meeting been informed with the first notice sent to them that their request lapses after six months? [NRS 241.020(3)(b), § 6.04]

_____ If a person's character, alleged misconduct, professional competence, or physical or mental health is going to be considered at the meeting, has that person been given written notice of the time and place of the meeting? [NRS 241.033(1), § 6.09]

Does the notice contain a list of the general topics concerning the person, inform the person that he/she may attend the closed session, bring a

representative, present evidence, provide testimony, and present witnesses?
[NRS §241.033(4)]

Does the notice inform the person that the public body may take administrative action against the person? If so, then the requirements of NRS 241.034 have been met. [NRS §241.033(2)(b)]

_____ Was the notice personally delivered to the person at least *five working days* before the meeting *or* sent by certified mail to the last known address of that person at least *21 working days* before the meeting? (Nevada Athletic Commission is exempt from these timing requirements.) [NRS 241.033(1)-(2)]

_____ Did the public body receive proof of service of the notice before holding the meeting? (Nevada Athletic Commission not exempt from this requirement.) [NRS 241.033(1)-(2)]

Agenda support material made available to public

_____ Upon request, have at least one copy of an agenda, a proposed ordinance or regulation that will be discussed at the meeting, and any other supporting material (except confidential material as detailed in the statute) been provided at no charge to each person who so requests? [NRS 241.020(4), §§ 6.06, 6.07]

Emergency Meeting

_____ Is this an emergency meeting? [NRS 241.020(2) and (5), § 6.08]

_____ Were the circumstances giving rise to the meeting unforeseen?

_____ Is immediate action required?

_____ Has the entity documented the emergency?

_____ Has an agenda been prepared limiting the meeting to the emergency item?

_____ Has an attempt been made to give public notice?

_____ While the notice and agenda requirements may be relaxed in an emergency, are other provisions of the Open Meeting Law complied with (e.g., meeting open and public, minutes kept, etc.)?

Closed Session (See Sample Form 3)

_____ Is a closed session specifically authorized by statute? [NRS 241.030(1), §§ 9.01-9.07]

_____ Have all the requirements of that statute been met?

_____ If a closed session is being conducted to consider character, misconduct, competence, or physical or mental health of a person under NRS 241.033:

_____ Is the subject person an elected member of a public body? If so, a closed session is not authorized. [NRS 241.031, § 9.04]

Is the closed session to consider the character, alleged misconduct or professional competence of an appointed public officer or a chief executive of a public body (i.e. president of a university or community college within the UCCSN system, county school superintendent, or city or county manager)? If so, a closed meeting is prohibited. [NRS §241.031(1)(b)]

_____ Is the closed session to discuss the appointment of any person to public office or as a member of a public body? If so, a closed session is not authorized. [NRS 241.030(3)(e), § 9.03]

_____ Has the subject been notified as provided above? Is there proof of service? [§ 6.09]

_____ If a recording was made of the open session, was a recording also made of the closed session? [§ 9.06]

_____ Was the subject person given a copy of the recording of the closed session if requested? [NRS 241.033(3), § 9.06]

_____ Have minutes been kept of the closed session? [§ 10.02]

_____ Have minutes and recordings of the closed session been retained and disposed of in accordance with NRS 241.035(2)? [§ 10.03]

_____ Was a motion made to go into closed session which specifies the nature of the business to be considered and the statutory authority pursuant to which the public body is authorized to close the meeting? [NRS 241.030(2), § 9.06]

_____ Was the discussion limited to that specified in the motion? [§ 9.06]

_____ Did the public body go back into open session to take action on the subject discussed (unless otherwise provided in a specific statute)? [§ 9.06]

Has the subject requested the meeting be open? If so, the public body must open the meeting unless another person appearing before the public body requests that the meeting remains closed. [NRS §241.020(2)(a) and (b)].

Meeting open to public; accommodations

- _____ Have all persons been permitted to attend? [NRS 241.020, § 8.01]
- _____ Was exclusion of witnesses at hearings during the testimony of other witnesses handled properly? [NRS 241.030(3)(c), § 8.06]
- _____ Was exclusion of persons who willfully disrupt a meeting to the extent that its orderly conduct is made impractical handled properly? [NRS 241.030(3)(b), § 8.05]
- _____ Have members of the public been given an opportunity to speak during the public comment period? [NRS 241.020(2)(c)(3), § 8.04]
- _____ Are facilities adequate and open? [§ 8.02]
- _____ Have reasonable efforts been made to assist and accommodate physically handicapped persons desiring to attend? [NRS 241.020(1), § 8.03]
- _____ If the meeting is by telephone or video conference, can the public hear each member of the body? [§ 5.05]
- _____ Have members of the general public been allowed to record public meetings on audiotape or other means of sound reproduction as long as it in no way interferes with the conduct of the meeting? [NRS 241.035(3), § 8.08]

Stick to agenda; emergency agenda items

- _____ Have actual discussions and actions at the meeting been limited to only those items on the agenda? [§ 7.03]
- _____ If an item has been added to the agenda as an emergency item: [NRS 241.020(2) and (5), § 6.08]
 - _____ Was it due to an unforeseen circumstance?
 - _____ Was immediate action required?
 - _____ Has the emergency been documented in the minutes?
- _____ Did the body refrain from taking action on discussion items or public comment items? [NRS 241.020(2)(c)(3), § 7.04]

Recordings

- _____ The public body must make its best efforts to record a public meeting: [NRS 241.035(4), § 10.04]
- _____ Have recordings been made of the closed session as well as open sessions? [NRS 241.035(5), § 9.06]
- _____ Have recordings of open sessions been made available to the public within 30 working days? [NRS 241.035(2)]
- _____ Have all recordings been retained for at least 1 year after the adjournment of the meeting? [NRS 241.035(4)(a)]
- _____ Have recordings of open sessions been treated as public records in accordance with public records statutes? [NRS 241.035(4)(b)]
- _____ Have recordings of closed sessions been made available to the subjects of those sessions, if requested? [NRS 241.033(3)]

Minutes (*See Sample Form 2*)

- _____ Have minutes been prepared of both the open and closed sessions? [NRS 241.035(1), § 10.02]
- _____ Do they include at a minimum the material required by NRS 241.035(1)? [§ 10.02]
- _____ Are minutes of open sessions kept as public records under the public record statutes and NRS 241.035(2)?
- _____ Have minutes of open sessions been made available for inspection by the public within 30 working days after the adjournment of the meeting, retained for at least five years, and otherwise treated as provided in NRS 241.035(2)?
- _____ Have minutes of closed sessions been made available to the subjects of those sessions if requested? [NRS 241.035(2)]

Noncompliance

- _____ Have any areas of noncompliance been corrected? [§§ 11.01, 11.02, 11.03, 11.04]
- _____ If litigation is brought to void an action or seek injunctive or declaratory relief, was it brought within the time periods in NRS 241.037(3)? [§ 11.07]

Part 2 THE OPEN MEETING LAW, NRS CHAPTER 241

Current copies of the statute should be consulted for legislative changes after 2005 and for current annotations. In order to assist public bodies and their legal counsels in detecting the most recent changes to the Open Meeting Law, the 2005 Legislative changes are provided herein as found in the ADVANCE SHEETS OF NEVADA STATUTES, Volumes I – VI.

CHAPTER 241

MEETINGS OF STATE AND LOCAL AGENCIES

- NRS 241.010 Legislative declaration and intent.**
- NRS 241.015 Definitions.**
- NRS 241.020 Meetings to be open and public; notice of meetings; copy of materials; exceptions.**
- NRS 241.030 Exceptions to requirement for open and public meetings.**
- NRS 241.031 Meeting to consider character, misconduct, competence or health of elected member of public body.**
- NRS 241.033 Closed meeting to consider character, misconduct, competence or health of person: Written notice to person required; exception; copy of record.**
- NRS 241.035 Public Meetings: Minutes; aural and visual reproduction.**
- NRS 241.036 Action taken in violation of chapter void.**
- NRS 241.037 Action by attorney general or person denied right conferred by chapter; limitation on actions.**
- NRS 241.038 Board of Regents to establish requirements for student governments.**
- NRS 241.040 Penalties; members attending meeting in violation of chapter not accomplices; enforcement by attorney general.**

NRS 241.010 Legislative declaration and 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.

(Added to NRS by 1960, 25; A 1977, 1099)

(Act of June 17, 2005, ch. 267, §1, 2005 Nev. Stat. 2242-2243) Section 1. Chapter 241 of NRS is hereby amended by adding thereto a new section to read as follows:

1. Any statement which is made by a member of a public body during the course of a public meeting is absolutely privileged and does not impose liability for defamation or constitute a ground for recovery in any civil action.

2. A witness who is testifying before a public body is absolutely privileged to publish defamatory matter as part of a public meeting, except that it is unlawful to misrepresent any fact knowingly when testifying before a public body.

NRS 241.015 Definitions. As used in this chapter, unless the context otherwise requires:

1. "Action" means:

(a) A decision made by a majority of the members present during a meeting of a public body;

(b) A commitment or promise made by a majority of the members present during a meeting of a public body;

(c) If a public body may have a member who is not an elected official, an affirmative vote taken by a majority of the members present during a meeting of the public body; or

(d) If all the members of a public body must be elected officials, an affirmative vote taken by a majority of all the members of the public body.

2. "Meeting":

(a) Except as otherwise provided in paragraph (b), means:

(1) The gathering of members 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.

(2) 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 this chapter.

(b) Does not include a gathering or series of gatherings of members of a public body, as described in paragraph (a), at which a quorum is actually or collectively present:

(1) Which occurs at a social function if the members do not deliberate toward a decision or take action on any matter over which the public body has supervision, control, jurisdiction or advisory power.

(2) To receive information from the attorney employed or retained by the public body regarding potential or existing litigation involving a matter over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward a decision on the matter, or both.

3. Except as otherwise provided in this subsection, "public body" means any administrative, advisory, executive or legislative body of the State or a local government which expends or disburses or is supported in whole or in part by tax revenue or which advises or makes recommendations to any entity which expends or disburses or is supported in whole or in part by tax revenue, including, but not limited to, any board, commission, committee, subcommittee or other subsidiary thereof and includes an educational foundation as defined in subsection 3 of NRS 388.750 and a university foundation as defined in subsection 3 of NRS 396.405. "Public body" does not include the Legislature of the State of Nevada.

4. "Quorum" means a simple majority of the constituent membership of a public body or another proportion established by law.

(Added to NRS by 1977, 1098; A 1993, 2308, 2624; 1995, 716, 1608; 2001, 1123, 1836)

(Act of June 17, 2005, ch. 466, §2, 2005 Nev. Stat. 2243-2244) Sec. 2. NRS 241.020 is hereby amended to read as follows:

NRS 241.020 Meetings to be open and public; notice of meetings; copy of materials; exceptions.

1. Except as otherwise provided by specific statute, all meetings of public bodies must be open and public, and all persons must be permitted to attend any meeting of these public bodies. Public officers and employees responsible for these meetings shall make reasonable efforts to assist and accommodate physically handicapped persons desiring to attend.

2. Except in an emergency, written notice of all meetings must be given at least 3 working days before the meeting. The notice must include:

- (a) The time, place and location of the meeting.
- (b) A list of the locations where the notice has been posted.
- (c) An agenda consisting of:

(1) A clear and complete statement of the topics scheduled to be considered during the meeting.

(2) A list describing the items on which action may be taken and clearly denoting that action may be taken on those items.

(3) A period devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken pursuant to subparagraph (2).

(4) If any portion of the meeting will be closed to consider the character, alleged misconduct or professional competence of a person, the name of the person whose character, alleged misconduct or professional competence will be considered.

(5) If, during any portion of the meeting, the public body will consider whether to take administrative action against a person, the name of the person against whom administrative action may be taken.

3. Minimum public notice is:

(a) Posting a copy of the notice at the principal office of the public body or, if there is no principal office, at the building in which the meeting is to be held, and at not less than three other separate, prominent places within the jurisdiction of the public body not later than 9 a.m. of the third working day before the meeting; and

(b) Providing a copy of the notice to any person who has requested notice of the meetings of the public body. A request for notice lapses 6 months after it is made. The public body shall inform the requester of this fact by enclosure with, notation upon or text included within the first notice sent. The notice must be:

(1) Delivered to the postal service used by the public body not later than 9 a.m. of the third working day before the meeting for transmittal to the requester by regular mail; or

(2) If feasible for the public body and the requester has agreed to receive the public notice by electronic mail, transmitted to the requester by electronic mail sent not later than 9 a.m. of the third working day before the meeting.

4. If a public body maintains a website on the Internet or its successor, the public body shall post notice of each of its meetings on its website unless the public body is unable to do so because of technical problems relating to the operation or maintenance of its website. Notice posted pursuant to this subsection is supplemental to and is not a substitute for the minimum public notice required pursuant to subsection 3. The inability of a public body to post notice of a meeting pursuant to this subsection as a result of technical problems with its website shall not be deemed to be a violation of the provisions of this chapter.

5. Upon any request, a public body shall provide, at no charge, at least one copy of:

(a) An agenda for a public meeting;

(b) A proposed ordinance or regulation which will be discussed at the public meeting; and

(c) *Subject to the provisions of subsection 6, any other supporting material provided to the members of the public body for an item on the agenda, except materials:*

(1) Submitted to the public body pursuant to a nondisclosure or confidentiality agreement *which relates to proprietary information;*

(2) Pertaining to the closed portion of such a meeting of the public body; or

(3) Declared confidential by law, *unless otherwise agreed to by each person whose interest is being protected under the order of confidentiality.*
As used in this subsection, "proprietary information" has the meaning ascribed to it in NRS 332.025.

6. A copy of supporting material required to be provided upon request pursuant to paragraph (c) of subsection 5 must be:

(a) If the supporting material is provided to the members of the public body before the meeting, made available to the requester at the time the material is provided to the members of the public body; or

(b) If the supporting material is provided to the members of the public body at the meeting, made available at the meeting to the requester at the same time the material is provided to the members of the public body.

If the requester has agreed to receive the information and material set forth in subsection 5 by electronic mail, the public body shall, if feasible, provide the information and material by electronic mail.

7. A public body may provide the public notice, information and material required by this section by electronic mail. If a public body makes such notice, information and material available by electronic mail, the public body shall inquire of a person who requests the notice, information or material if the person will accept receipt by electronic mail. The inability of a public body, as a result of technical problems with its electronic mail system, to provide a public notice, information or material required by this section to a person who has agreed to receive such notice, information or material by electronic mail shall not be deemed to be a violation of the provisions of this chapter.

8. As used in this section, "emergency" means an unforeseen circumstance which requires immediate action and includes, but is not limited to:

(a) Disasters caused by fire, flood, earthquake or other natural causes; or

(b) Any impairment of the health and safety of the public.

(Added to NRS by 1960, 25; A 1977, 1099, 1109; 1979, 97; 1989, 570; 1991, 785; 1993, 1356, 2636; 1995, 562, 1608; 2001, 2395; 2003, 488)

(Act of June 6, 2005, ch. 277, §1, 2005 Nev. Stat. 977) Section 1. NRS 241.030 is hereby amended to read as follows:

NRS 241.030 Exceptions to requirement for open and public meetings.

1. Except as otherwise provided in NRS 241.031 and 241.033, a public body *may hold* a closed meeting to:

(a) *Consider* the character, alleged misconduct, professional competence, or physical or mental health of a person.

(b) *Prepare, revise, administer or grade examinations that are conducted by or on behalf of the public body.*

(c) *Consider an appeal by a person of the results of an examination that was conducted by or on behalf of the public body, except that any action on the appeal must be taken in an open meeting and the identity of the appellant must remain confidential.*

2. A public body may close a meeting *pursuant to subsection 1* upon a motion which specifies the nature of the business to be considered.

3. This chapter does not:

(a) Apply to judicial proceedings.

(b) Prevent the removal of any person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical.

(c) Prevent the exclusion of witnesses from a public or private meeting during the examination of another witness.

(d) Require that any meeting be closed to the public.

(e) Permit a closed meeting for the discussion of the appointment of any person to public office or as a member of a public body.

4. The *exceptions* provided by this section, and electronic communication, must not be used to circumvent the spirit or letter of this chapter in order to discuss or act upon a matter over which the public body has supervision, control, jurisdiction or advisory powers.

(Act of June 17, 2005, ch. 466, §3, 2005 Nev. Stat. 2244-2245) Sec. 3. NRS 241.030 is hereby amended to read as follows:

1. Except as otherwise provided in *this section* and NRS 241.031 and 241.033, a public body *may hold* a closed meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person.

2. *A person whose character, alleged misconduct, professional competence, or physical or mental health will be considered by a public body during a meeting may waive the closure of the meeting and request that the meeting or relevant portion thereof be open to the public. A request described in this subsection:*

(a) *May be made at any time before or during the meeting; and*

(b) *Must be honored by the public body unless the consideration of the character, alleged misconduct, professional competence, or physical or mental health of the requester involves the appearance before the public body of another person who does not desire that the meeting or relevant portion thereof be open to the public.*

3. A public body may close a meeting upon a motion which specifies:

(a) *The nature of the business to be considered; and*

(b) *The statutory authority pursuant to which the public body is authorized to close the meeting.*

4. This chapter does not:

(a) Apply to judicial proceedings.

(b) Prevent the removal of any person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical.

(c) Prevent the exclusion of witnesses from a public or private meeting during the examination of another witness.

(d) Require that any meeting be closed to the public.

(e) Permit a closed meeting for the discussion of the appointment of any person to public office or as a member of a public body.

5. The exception provided by this section, and electronic communication, must not be used to circumvent the spirit or letter of this chapter to act, *outside of an open and public meeting*, upon a matter over which the public body has supervision, control, jurisdiction or advisory powers.

(Added to NRS by 1960, 25; A 1977, 1100; 1983, 331; 1993, 2637)

(Act of June 17, 2005, ch. 466, §4, 2005 Nev. Stat. 2245) Sec. 4. NRS 241.031 is hereby amended to read as follows:

NRS 241.031 Meeting to consider character, misconduct, competence or health of elected member of public body.

1. *Except as otherwise provided in subsection 2, a public body shall not hold a closed meeting to consider the character, alleged misconduct or professional competence of:*

(a) *An elected member of a public body; or*

(b) *A person who is an appointed public officer or who serves at the pleasure of a public body as a chief executive or administrative officer or in a comparable position, including, without limitation, a president of a university or community college within the University and Community College System of Nevada, a superintendent of a county school district, a county manager and a city manager.*

2. *The prohibition set forth in subsection 1 does not apply if the consideration of the character, alleged misconduct or professional competence of the person does not pertain to his role as an elected member of a public body or an appointed public officer or other officer described in paragraph (b) of subsection 1, as applicable.*

A public body shall not hold a closed meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of an elected member of a public body.

(Act of June 17, 2005, ch. 466, §1, 2005 Nev. Stat. 2242-2243) Section 1. NRS 241.033 is hereby amended to read as follows:

NRS 241.033 Closed meeting to consider character, misconduct, competence or health of person: Written notice to person required; exception; copy of record.

1. A public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person unless it has:

- (a) *Given* written notice to that person of the time and place of the meeting; and
- (b) *Received proof of service of the notice.*

2. *The written notice required pursuant to subsection 1:*

- (a) *Except as otherwise provided in subsection 3, must be:*

- (1) Delivered personally to that person at least 5 working days before the meeting; or
 - (2) Sent by certified mail to the last known address of that person at least 21 working days before the meeting; and

- (b) *Must include:*

- (1) *A list of the general topics concerning the person that will be considered by the public body during the closed meeting; and*

- (2) *A statement of the provisions of subsection 4.*

3. The Nevada Athletic Commission is exempt from the requirements of *paragraph (a)* of subsection 2, but must give written notice of the time and place of the meeting and must receive proof of service of the notice before the meeting may be held.

4. *If a public body holds a closed meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, the public body must allow that person to:*

- (a) *Attend any portion of the closed meeting during which the character, alleged misconduct, professional competence, or physical or mental health of the person is considered by the public body;*

- (b) *Have an attorney or other representative of his choosing present with him during the closed meeting; and*

- (c) *Present written evidence, provide testimony and present witnesses relating to his character, alleged misconduct, professional competence, or physical or mental health to the public body during the closed meeting.*

5. A public body shall provide a copy of any record of a closed meeting prepared pursuant to NRS 241.035, upon the request of any person whose character, alleged misconduct, professional competence, or physical or mental health was considered at the meeting.

(Act of June 6, 2005, ch. 277, §2, 2005 Nev. Stat.977-978) Sec. 2. NRS 241.033 is hereby amended to read as follows

1. A public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person *or to consider an appeal by a person of the results of an examination conducted by or on behalf of the public body* unless it has given written notice to that person of the time and place of the meeting. Except as otherwise provided in subsection 2, the written notice must be:

- (a) Delivered personally to that person at least 5 working days before the meeting; or

- (b) Sent by certified mail to the last known address of that person at least 21 working days before the meeting.

A public body must receive proof of service of the notice required by this subsection before such a meeting may be held.

2. The Nevada Athletic Commission is exempt from the requirements of paragraphs (a) and (b) of subsection 1, but must give written notice of the time and place of the meeting and must receive proof of service of the notice before the meeting may be held.

3. A public body shall provide a copy of any record of a closed meeting prepared pursuant to NRS 241.035, upon the request of any person *who received written notice of the closed meeting pursuant to subsection 1.*

(Act of June 17, 2005, ch. 466, §5, 2005 Nev. Stat. 2246-2247) Sec. 5. NRS 241.033 is hereby amended to read as follows:

1. A public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person unless it has:

- (a) *Given* written notice to that person of the time and place of the meeting; and

- (b) *Received proof of service of the notice.*

2. *The written notice required pursuant to subsection 1:*
 - (a) *Except as otherwise provided in subsection 3, must be:*
 - (1) Delivered personally to that person at least 5 working days before the meeting; or
 - (2) Sent by certified mail to the last known address of that person at least 21 working days before the meeting.
 - (b) *May include an informational statement setting forth that the public body may, without further notice, take administrative action against the person if the public body determines that such administrative action is warranted after considering the character, alleged misconduct, professional competence, or physical or mental health of the person.*
 3. *The Nevada Athletic Commission is exempt from the requirements of subparagraphs (1) and (2) of paragraph (a) of subsection 2, but must give written notice of the time and place of the meeting and must receive proof of service of the notice before the meeting may be held.*
 4. *If a public body holds a closed meeting or closes a portion of a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, each person to whom notice is required to be given pursuant to paragraph (a) of subsection 1 must be allowed to:*
 - (a) *Attend the closed meeting or that portion of the closed meeting during which his character, alleged misconduct, professional competence, or physical or mental health is considered;*
 - (b) *Have an attorney or other representative of his choosing present with him during the closed meeting; and*
 - (c) *Present written evidence, provide testimony and present witnesses relating to his character, alleged misconduct, professional competence, or physical or mental health to the public body during the closed meeting.*
 5. *Except as otherwise provided in subsection 4, with regard to the attendance of persons other than members of the public body and the person whose character, alleged misconduct, professional competence, or physical or mental health is considered, the chairman of the public body may at any time before or during a closed meeting:*
 - (a) *Determine which additional persons, if any, are allowed to attend the closed meeting or portion thereof; or*
 - (b) *Allow the members of the public body to determine, by majority vote, which additional persons, if any, are allowed to attend the closed meeting or portion thereof.*
 6. *A public body shall provide a copy of any record of a closed meeting prepared pursuant to NRS 241.035, upon the request of any person whose character, alleged misconduct, professional competence, or physical or mental health was considered at the meeting.*
 7. *For the purposes of this section, casual or tangential references to a person or the name of a person during a closed meeting do not constitute consideration of the character, alleged misconduct, professional competence, or physical or mental health of the person.*
- (Added to NRS by 1993, 2636)

(Act of June 17, 2005, ch. 466, §6, 2005 Nev. Stat. 2247) Sec. 6. NRS 241.034 is hereby amended to read as follows:

NRS 241.034 Meeting to consider administrative action against person or acquisition of real property by exercise of power of eminent domain; written notice required.

1. *Except as otherwise provided in subsection 3:*
 - (a) A public body shall not consider at a meeting whether to:
 - (1) Take administrative action against a person; or
 - (2) Acquire real property owned by a person by the exercise of the power of eminent domain,
unless the public body has given written notice to that person of the time and place of the meeting.
 - (b) The written notice required pursuant to *paragraph (a)* must be:
 - (1) Delivered personally to that person at least 5 working days before the meeting; or
 - (2) Sent by certified mail to the last known address of that person at least 21 working days before the meeting.

A public body must receive proof of service of the written notice provided to a person pursuant to this section before the public body may consider a matter set forth in *paragraph (a)* relating to that person at a meeting.

2. The written notice provided in this section is in addition to the notice of the meeting provided pursuant to NRS 241.020.

3. *The written notice otherwise required pursuant to this section is not required if:*

(a) *The public body provided written notice to the person pursuant to NRS 241.033 before holding a meeting to consider his character, alleged misconduct, professional competence, or physical or mental health; and*

(b) *The written notice provided pursuant to NRS 241.033 included the informational statement described in paragraph (b) of subsection 2 of that section.*

4. For the purposes of this section, real property shall be deemed to be owned only by the natural person or entity listed in the records of the county in which the real property is located to whom or which tax bills concerning the real property are sent.

(Added to NRS by 2001, 1835; A 2001 Special Session, 155)

(Act of June 6, 2005, ch. 277, §3, 2005 Nev. Stat.979) Sec. 3. NRS 241.035 is hereby amended to read as follows:

NRS 241.035 Public meetings: Minutes; aural and visual reproduction.

1. Each public body shall keep written minutes of each of its meetings, including:

(a) The date, time and place of the meeting.

(b) Those members of the *public* body who were present and those who were absent.

(c) The substance of all matters proposed, discussed or decided and, at the request of any member, a record of each member's vote on any matter decided by vote.

(d) The substance of remarks made by any member of the general public who addresses the *public* body if he requests that the minutes reflect his remarks or, if he has prepared written remarks, a copy of his prepared remarks if he submits a copy for inclusion.

(e) Any other information which any member of the *public* body requests to be included or reflected in the minutes.

2. Minutes of public meetings are public records. Minutes or audiotape recordings of the meetings must be made available for inspection by the public within 30 working days after the adjournment of the meeting at which taken. The minutes shall be deemed to have permanent value and must be retained by the public body for at least 5 years. Thereafter, the minutes may be transferred for archival preservation in accordance with NRS 239.080 to 239.125, inclusive. Minutes of meetings closed pursuant to :

(a) *Paragraph (a) of subsection 1 of NRS 241.030 become public records when the public body determines that the matters discussed no longer require confidentiality and the person whose character, conduct, competence or health was considered has consented to their disclosure. That person is entitled to a copy of the minutes upon request whether or not they become public records.*

(b) *Paragraph (b) of subsection 1 of NRS 241.030 become public records when the public body determines that the matters discussed no longer require confidentiality.*

(c) *Paragraph (c) of subsection 1 of NRS 241.030 become public records when the public body determines that the matters considered no longer require confidentiality and the person who appealed the results of the examination has consented to their disclosure, except that the public body shall remove from the minutes any references to the real name of the person who appealed the results of the examination. That person is entitled to a copy of the minutes upon request whether or not they become public records.*

3. All or part of any meeting of a public body may be recorded on audiotape or any other means of sound or video reproduction by a member of the general public if it is a public meeting so long as this in no way interferes with the conduct of the meeting.

4. Each public body may record on audiotape or any other means of sound reproduction each of its meetings, whether public or closed. If a meeting is so recorded:

(a) The record must be retained by the public body for at least 1 year after the adjournment of the meeting at which it was recorded.

(b) The record of a public meeting is a public record and must be made available for inspection by the public during the time the record is retained.

Any record made pursuant to this subsection must be made available to the Attorney General upon request.

5. If a public body elects to record a public meeting pursuant to the provisions of subsection 4, any portion of that meeting which is closed must also be recorded and must be retained and made available for inspection pursuant to the provisions of subsection 2 relating to records of closed meetings. Any record made pursuant to this subsection must be made available to the Attorney General upon request.

(Act of June 13, 2005, ch. 373, §1, 2005 Nev. Stat. 1404-1405) Section 1. NRS 241.035 is hereby amended to read as follows:

1. Each public body shall keep written minutes of each of its meetings, including:

- (a) The date, time and place of the meeting.
- (b) Those members of the body who were present and those who were absent.
- (c) The substance of all matters proposed, discussed or decided and, at the request of any member, a record of each member's vote on any matter decided by vote.
- (d) The substance of remarks made by any member of the general public who addresses the body if he requests that the minutes reflect his remarks or, if he has prepared written remarks, a copy of his prepared remarks if he submits a copy for inclusion.
- (e) Any other information which any member of the body requests to be included or reflected in the minutes.

2. Minutes of public meetings are public records. Minutes or audiotape recordings of the meetings must be made available for inspection by the public within 30 working days after the adjournment of the meeting at which taken. The minutes shall be deemed to have permanent value and must be retained by the public body for at least 5 years. Thereafter, the minutes may be transferred for archival preservation in accordance with NRS 239.080 to 239.125, inclusive. Minutes of meetings closed pursuant to NRS 241.030 become public records when the body determines that the matters discussed no longer require confidentiality and the person whose character, conduct, competence or health was discussed has consented to their disclosure. That person is entitled to a copy of the minutes upon request whether or not they become public records.

3. All or part of any meeting of a public body may be recorded on audiotape or any other means of sound or video reproduction by a member of the general public if it is a public meeting so long as this in no way interferes with the conduct of the meeting.

4. *Except as otherwise provided in subsection 6, a public body shall, for each of its meetings, whether public or closed, record the meeting on audiotape or another means of sound reproduction or cause the meeting to be transcribed by a court reporter who is certified pursuant to chapter 656 of NRS. If a public body makes an audio recording of a meeting or causes a meeting to be transcribed pursuant to this subsection, the audio recording or transcript:*

(a) Must be retained by the public body for at least 1 year after the adjournment of the meeting at which it was recorded or transcribed;

(b) Except as otherwise provided in this section, is a public record and must be made available for inspection by the public during the time the recording or transcript is retained; and

(c) Must be made available to the Attorney General upon request.

5. *Except as otherwise provided in subsection 6, any portion of a public meeting which is closed must also be recorded or transcribed and the recording or transcript must be retained and made available for inspection pursuant to the provisions of subsection 2 relating to records of closed meetings. Any recording or transcript made pursuant to this subsection must be made available to the Attorney General upon request.*

6. *If a public body makes a good faith effort to comply with the provisions of subsections 4 and 5 but is prevented from doing so because of factors beyond the public body's reasonable control, including, without limitation, a power outage, a mechanical failure or other unforeseen event, such failure does not constitute a violation of the provisions of this chapter.*

(Added to NRS by 1977, 1099; A 1989, 571; 1993, 449, 2638)

NRS 241.0355 Majority of all members of public body composed solely of elected officials required to take action by vote; abstention not affirmative vote; reduction of quorum.

1. A public body that is required to be composed of elected officials only may not take action by vote unless at least a majority of all the members of the public body vote in favor of the action. For purposes of this subsection, a public body may not count an abstention as a vote in favor of an action.

2. In a county whose population is 40,000 or more, the provisions of subsection 5 of NRS 281.501 do not apply to a public body that is required to be composed of elected officials only, unless before abstaining from the vote, the member of the public body receives and discloses the opinion of the legal counsel authorized by law to provide legal advice to the public body that the abstention is required pursuant to NRS 281.501. The opinion of counsel must be in writing and set forth with specificity the factual circumstances and analysis leading to that conclusion.

(Added to NRS by 2001, 1123; A 2003, 818)

NRS 241.036 Action taken in violation of chapter void. The action of any public body taken in violation of any provision of this chapter is void.

(Added to NRS by 1983, 1012)

NRS 241.037 Action by Attorney General or person denied right conferred by chapter; limitation on actions.

1. The Attorney General may sue in any court of competent jurisdiction to have an action taken by a public body declared void or for an injunction against any public body or person to require compliance with or prevent violations of the provisions of this chapter. The injunction:

(a) May be issued without proof of actual damage or other irreparable harm sustained by any person.

(b) Does not relieve any person from criminal prosecution for the same violation.

2. Any person denied a right conferred by this chapter may sue in the district court of the district in which the public body ordinarily holds its meetings or in which the plaintiff resides. A suit may seek to have an action taken by the public body declared void, to require compliance with or prevent violations of this chapter or to determine the applicability of this chapter to discussions or decisions of the public body. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this subsection.

3. Any suit brought against a public body pursuant to subsection 1 or 2 to require compliance with the provisions of this chapter must be commenced within 120 days after the action objected to was taken by that public body in violation of this chapter. Any such suit brought to have an action declared void must be commenced within 60 days after the action objected to was taken.

(Added to NRS by 1983, 1012; A 1985, 147)

NRS 241.038 Board of Regents to establish requirements for student governments. The Board of Regents of the University of Nevada shall establish for the student governments within the University and Community College System of Nevada requirements equivalent to those of this chapter and shall provide for their enforcement.

(Added to NRS by 1983, 1013; A 1993, 369)

NRS 241.040 Penalties; members attending meeting in violation of chapter not accomplices; enforcement by Attorney General.

1. Each member of a public body who attends a meeting of that public body where action is taken in violation of any provision of this chapter, with knowledge of the fact that the meeting is in violation thereof, is guilty of a misdemeanor.
 2. Wrongful exclusion of any person or persons from a meeting is a misdemeanor.
 3. A member of a public body who attends a meeting of that public body at which action is taken in violation of this chapter is not the accomplice of any other member so attending.
 4. The Attorney General shall investigate and prosecute any violation of this chapter.
- (Added to NRS by 1960, 26; A 1977, 1100; 1983, 1013)

Part 3

WHAT IS A "PUBLIC BODY" THAT MUST CONDUCT ITS MEETINGS
IN COMPLIANCE WITH THE OPEN MEETING LAW?

§ 3.01

General; discussion of statutory definition

NRS 241.015(3) defines a public body as:

Except as otherwise provided in this subsection, "public body" means any administrative, advisory, executive or legislative body of the state or a local government which expends or disburses or is supported in whole or in part by tax revenue or which advises or makes recommendations to any entity which expends or disburses or is supported in whole or in part by tax revenue, including, but not limited to, any board, commission, committee, subcommittee or other subsidiary thereof and includes an educational foundation as defined in subsection 3 of NRS 388.750 and a university foundation as defined in subsection 3 of NRS 396.405. "Public body" does not include the legislature of the State of Nevada.

The combined definitions of "meeting," "action," and "quorum" in NRS 241.015(1), (2), and (4) indicate the type of body covered by the Open Meeting Law is a *collegial* body. Those definitions repeatedly use the plural word "members" and also the words "quorum" and "simple majority," which indicate the body must be comprised of more than one person and those persons share voting powers. The definitions further indicate the Open Meeting Law concerns itself with meetings, gatherings, decisions, and actions obtained through a collective consensus of the members, all of which indicates a fundamental assumption that the Open Meeting Law concerns itself only with collegial bodies. See A. Schwing, OPEN MEETING LAWS, § 6.32, (1994) ("The collegial character of the public bodies subject to open meeting requirements is a fundamental assumption underlying the laws").

Further, the body must be a *public* body, and the definition in NRS 241.015(3) indicates that a public body:

- is an "administrative, advisory, executive or legislative body of the state or a local government," which means that the body must (1) owe its existence to and have some relationship with a state or local government, (2) be organized to act in an administrative, advisory, executive or legislative capacity, and (3) must perform a government function; and
- expends or disburses or is supported in whole or in part by tax revenue or which advises or makes recommendations to any entity which expends or disburses or is supported in whole or in part by tax revenue.

In a letter opinion, the Office of the Attorney General opined that when determining if a body is supported by tax revenues, the term "tax revenues" should be construed in its broadest possible sense to include not only those items traditionally thought of as taxes but also the license fees paid to various professional licensing boards pursuant to state law. *See* Attorney General letter opinion addressed to Mr. Arne R. Purhonen, Nevada State Board of Architecture, dated September 1, 1977.

For a discussion of some of the above principles, *see* OMLO 99-05 (January 12, 1999) where the Office of the Attorney General opined that the Economic Development Authority of Western Nevada is not a public body as defined by NRS 241.015(3), and *see* OMLO 2002-50 (November 20, 2002) where the Officer of the Attorney General opined that the Indian Springs Sewer and Water Task Force was a public body as defined in NRS 241.015(3).

With these fundamentals in mind, the following sections give some specific determinations of which entities are public bodies within the meaning of the Open Meeting Law.

§ 3.02 Bodies headed by one person, Governor not a public body

Following the principle that a "public body" must be a multi-member entity, the Office of the Attorney General opined that the Open Meeting Law does not apply to the Governor when he is acting in his official executive capacity because the Governor is not a multi-member body. *See* Op. Nev. Att'y Gen. No. 241 (August 24, 1961).

Likewise, an executive officer of a board or commission who carries out the directives, orders and policies of a board or commission in day-to-day administration of an agency of government is not considered the alter ego of the board or commission so as to require him to comply with the Open Meeting Law. *Bennett v. Warden*, 333 So. 2d 97 (Fla. Dist. Ct. App. 1976) (meetings between college president and his advisors or staff personnel not covered).

Along this line, the Office of the Attorney General held that staff meetings to advise a city manager who, in turn, arrives at his own decision and recommendation on an insurance claim were not within the ambit of the Open Meeting Law. *See* Op. Nev. Att'y Gen. No. 79-5 (February 23, 1979).

§ 3.03 Agency staff

The Open Meeting Law does not usually apply to the typical internal agency staff meetings where staff members make individual reports and recommendations to a superior, where the technical requirements of a quorum do not apply, and where decisions are not reached by a vote or consensus. *See* OMLO 2004-02 (January 20, 2004) for a further discussion and analysis on this topic.

In *People ex rel. Cooper v. Carlson*, 328 N.E.2d 675 (Ill. App. Ct. 1975), a newspaper publisher sued to gain admittance to a meeting between a land developer and the staff of a county development department to discuss a proposed new development. The court held that Illinois' open meeting law (whose definition of "public body" is similar to Nevada's) did not apply to technical staff meetings of the county development department directors, whose discussions led to recommendations being made to the county development committee, where no motions or resolutions were presented during such staff meetings, there was no statute, ordinance or resolution by the county board or by the county development committee appointing the technical staff as a public body or subsidiary body, and where such periodic meetings or conferences of the staff were intended to provide more efficient service to the county development committee and to the county board whose meetings were held in compliance with the Open Meeting Law.

However, when a public body delegates *de facto* authority to a staff committee to act on its behalf in the formulation, preparation, and promulgation of plans or policies, the staff committee stands in the shoes of the public body and the Open Meeting Law may apply to the staff meetings. See *News-Press Publishing Company v. Carlson*, 410 So. 2d 546 (Fla. Dist. Ct. App. 1982). (When governing authority of a hospital district delegated responsibility of preparation of a proposed budget to an internal budget committee, the open meeting law applied to the committee, even though it consisted of staff personnel.)

Following the above principles, the Office of the Attorney General opined that the Open Meeting Law did not apply to internal staff meetings of an executive agency or interagency staff meetings except where a public body delegates policy formulation or planning functions to a staff committee and these policies or plans are the subject of foreseeable action by the public body. See Letter Opinion to Mr. William A. Molini dated February 11, 1985.

§ 3.04 Committees, subcommittees; advisory bodies

NRS 241.015(3) specifically includes committees, subcommittees, or subsidiaries thereof within the definition of a "public body." A committee or subcommittee is covered by the law whenever a quorum of the committee or subcommittee gathers to deliberate or make a decision. *Lewiston Daily Sun, Inc. v. City of Auburn*, 544 A.2d 335 (Me. 1988); *Arkansas Gazette Co. v. Pickens*, 522 S.W.2d 350 (Ark. 1975).

The Open Meeting Law does not define what a "committee, subcommittee or subsidiary thereof" is, so counsel for the public body should be consulted for a determination of whether the Open Meeting Law extends to a particular group of persons. Following the principles of the cases cited above and in § 3.03, to the extent that a group is appointed by a public body and is given the task of making decisions for or recommendations to the public body, the group would be governed by the Open Meeting Law. See OMLO 2002-017 (April 18, 2002) and OMLO 2002-27 (June 11, 2002).

NRS 241.015(3) specifically includes within the definition of public body an "... advisory ... body of the state or a local government which expends or disburses or is

supported in whole or in part by tax revenue or which advises or makes recommendations to any entity which expends or disburses or is supported in whole or in part by tax revenue. . . .”

For additional guidance, *see* the following: §3.07 *infra*; OMLO 98-03 (July 7, 1998), where the Office of the Attorney General opined that a subcommittee informally appointed by the president of a school board was a public body as defined in NRS 241.015(3) where, even though the subcommittee was not formally appointed, its members shared equal voting power, formed a consensus to speak to the school board with one voice, and the school board knew of its existence and treated it as a board subcommittee; and OMLO 98-04 (July 7, 1998) where the Office of the Attorney General opined that two school board members, while self-appointed and initially acting as individuals, became a public body as defined in NRS 241.015(3) when the school board began recognizing them as a subcommittee and encouraging them to meet with staff to formulate a school safety proposal to be presented to the board, after which they met as a collegial body with staff to form a proposal which was formally presented to the board in the name of the “School Safety Subcommittee.” The Office of the Attorney General opined that formality in appointment is not the sole dispositive factor in determining what constitutes a public body under the Open Meeting Law, and informality in appointment should not be an escape from it; to hold otherwise would encourage circumvention of the Open Meeting Law through the use of unofficial committees.

§ 3.05 Commissions or committees appointed by Legislature

The Legislature is specifically excluded from the Open Meeting Law. NRS 241.015(3).

Since the Legislature, as a whole, is not governed, none of its various committees or subcommittees are governed by the law while the full Legislature is in session.

§ 3.06 Members-elect of public bodies

Although the literal language of the Open Meeting Law appears to limit its application to actual members of a public body, the Office of the Attorney General believes the better view is set forth in *Hough v. Stembridge*, 278 So. 2d 288 (Fla. Dist. Ct. App. 1973), where the court held that members-elect of boards and commissions are within the scope of an open meeting law. Otherwise, members-elect could gather with impunity behind closed doors and make decisions on matters soon to come before them in clear violation of the purpose, intent, and spirit of our Open Meeting Law. Application of the provisions of the statute to members-elect of public bodies is consistent with the liberal interpretation mandated for the Open Meeting Law. *See* OMLO 99-06 (March 19, 1999) and AG File Nos. 01-003, 01-008 (April 12, 2001).

§ 3.07 Specific examples of entities which have been deemed to be public bodies

The following entities have specifically been deemed to be public bodies:

Nevada Interscholastic Association	<i>See</i> Question 7 to the sixth edition of this manual.
Board of Architecture	<i>See</i> Attorney General Letter Opinion dated September 1, 1977
Reno City Insurance Committee	Decides on payment of insurance claims up to a certain amount and makes recommendations to the City Council on others. <i>See</i> Op. Nev. Att'y Gen. No. 79-5 (February 23, 1979)
Board of Dental Examiners	<i>See</i> Attorney General Letter Opinion dated November 20, 1979
Community Development Corporation and the Eureka County Economic Development Council	<i>See</i> AG File No. 00-030 (April 12, 2001)
Storey County Cemetery Board	<i>See</i> OMLO 2002-27 (June 11, 2002)

§ 3.08 Specific examples of entities which have been deemed not to be public bodies

The following entities have specifically been deemed not to be public bodies:

- Committee to prepare arguments *See* Op. Nev. Att'y Gen. No. 2000-18 (June 2, 2000) advocating and opposing approval of ballot for a city.
- A private, not-for-profit electric utility company. *See* AG File No. 00-055 (March 12, 2001)
- Non-profit community senior citizen's center. *See* OMLO 99-035 (April 3, 2000)
- Economic Development Authority of Western Nevada *See* OMLO 99-05 (January 12, 1999)

Faculty Senate at the Community College of Southern Nevada *See* OMLO 2003-19 (April 21, 2003)

Nevada Department of Corrections Psychological Review Panel *See* OMLO 2003-21 (May 21, 2003) and OMLO 2004-15 (May 5, 2004)

Head Start of Northeastern Nevada *See* OMLO 2004-20 (May 18, 2004)

Nevada State Board of Parole Commissioners *See* OMLO 2004-07 (February 20, 2004) and OMLO 2004-18 (May 12, 2004) and

Elko County Juvenile Probation Committee *See* OMLO 2004-25 (June 29, 2004)

§ 3.09 Private, nonprofit organizations

Where a government body or agency itself establishes such a civic organization, even though it is composed of private citizens, it may well constitute a "public body" under the law. *Palm Beach v. Gradison*, 296 So. 2d 473 (Fla. 1974). In Nevada, this would be true if the civic organization is intended to perform any administrative, advisory, executive or legislative function of state or local government and it expends or disburses or is supported in whole or in part by tax revenue, or if it is intended to advise or make recommendations to any other Nevada governmental entity which expends or disburses or is supported in whole or in part by tax revenue. *See e.g., Seghers v. Community Advancement, Inc.*, 357 So. 2d 626 (La. Ct. App. 1978); *Raton Public Service Co. v. Hobbes*, 417 P.2d 32 (N.M. 1966).

The mere receipt of a grant of public money does not by itself transform a private, nonprofit civic organization into a "public body" for purposes of the Open Meeting Law, nor does the membership of a few government officials on the organization's board of directors, *per se*, make the organization a "public body." *See* OMLO 2004-03 (February 10, 2004) and OMLO 2004-20 (May 18, 2004). A private, non-profit corporation is a public body if it is formed by a public body, acts in an administrative, advisory and executive capacity in performing local governmental functions, and is supported in part by tax revenue from the public body. *See* AG File No. 00-030 (April 12, 2001).

**Part 4 WHAT ACTIVITIES ARE EXEMPT FROM THE OPEN MEETING
LAW?**

§ 4.01 General

The opening clause in NRS 241.020(1) provides that the Open Meeting Law applies "except as otherwise provided by specific statute." The word "specific" is an important one. The Nevada Supreme Court is reluctant to imply exceptions to the rule of open meetings. See *McKay v. Board of County Commissioners*, 103 Nev. 490, 746 P.2d 124 (1987). See also Op. Nev. Att'y Gen. No. 150 (November 8, 1973).

Some entities are totally exempt from the Open Meeting Law by specific statute, such as the judiciary and the Legislature as explained below.

Some statutes specifically provide that certain activities may be conducted without regard to the Open Meeting Law, while others merely have the effect of allowing certain activities to be closed to the public. The distinction is important because any action taken in violation of the Open Meeting Law is void, which can give rise to great complications. For example, some statutes permit or require "deliberations" of certain matters to be closed to the public, but that does not necessarily imply that actions taken after those deliberations are exempt from the Open Meeting Law.

The distinction is sometimes obfuscated by statutory language that is not as specific as contemplated by NRS 241.020(1). In those cases, interpretation of the statutes should be employed using the standards discussed in Part 12 of this manual.

Below is a discussion of some activities that are exempt from the Open Meeting Law, and some activities that are not.

§ 4.02 Statutory exemptions

The following proceedings are exempt from the Open Meeting Law under the statutes cited. Because the statutes may change after the printing of this manual, be sure to check the statutes and make sure all the conditions or requirements of the statutes are followed.

Should a body choose to conduct any of these proceedings as part of an open meeting, the Office of the Attorney General recommends the proceedings be included on the agenda as an exempt proceeding citing the provision that provides the exemption, but the exemption from the open meeting requirements still applies to the proceeding.

Judicial Proceedings	See NRS 241.030(3)(a), and <i>Goldberg v. Eighth Judicial District Court</i> , 93 Nev. 614, 572 P.2d 521 (1977). Note that since the definition of "public body" under NRS 241.015(3) does not include a judicial body, it appears the Open Meeting Law does
----------------------	--

not apply to the Judicial Selection Commission and the Commission on Judicial Discipline.

- Legislature The Legislature is excluded from the definition of a "public body" in NRS 241.015(3). *See* Article 4 § 15 of the Nevada Constitution. *See* discussion in § 3.05.
- State Ethics Commission Meetings or hearings to receive information or evidence concerning the propriety of the conduct of any public officer or employee under NRS chapter 281 are exempt under NRS 281.511(13).
- Local Ethics NRS 281.541 provides a specific statutory exception to the Open Meeting Law that allows a local ethics committee to render a confidential opinion to an elected city councilperson. *See* Op. Nev. Att'y Gen. No. 94-10 (May 24, 1994).
- A local ethics board may not meet in closed session to discuss the past conduct of a public official due to lack of a statutory exception to the open meeting requirements. *See* Op. Nev. Att'y Gen. No. 94-21 (July 29, 1994).
- Hearings by public *See* NRS 392.467(3), *Davis v. Churchill County School Board*, 616 F. Supp. 1310 (D. Nev. 1985), and OMLO 99-04 (January 11, 1998); *See* NRS 386.585(2).
- school boards to consider
expulsion of pupils;
Hearings by charter
school boards to consider
expulsion of pupils
- Certain labor negotiations The following proceedings conducted under NRS proceedings chapter 288 are exempt: (1) any negotiation or informal discussion between a local government employer and an employee organization or employee individuals, whether conducted by the governing body or through a representative or representatives; (2) any meeting of a mediator with either party or both parties to a negotiation; (3) any meeting or investigation conducted by a fact finder; (4) any meeting of the governing body of a local government employer with its management representative or representatives, and (5) deliberations of the board toward a decision on a complaint, appeal or petition for declaratory relief. *See* NRS 288.220.

Nevada Commission on
Homeland Security

239C.140 states:

2. The Commission may hold a closed meeting to:
 - (a) Receive security briefings;
 - (b) Discuss procedures for responding to acts of terrorism and related emergencies; or
 - (c) Discuss deficiencies in security with respect to public services, public facilities and infrastructure, if the Commission determines, upon a majority vote of its members, that the public disclosure of such matters would be likely to compromise, jeopardize or otherwise threaten the safety of the public.

Committee on
Catastrophic Leave

A meeting or hearing held by the Committee to carry out the provisions of this section (an appeal of the appointing authority) and the Committee's deliberations on the information or evidence received are not subject to any provision of chapter 241 of NRS. *See* NRS 284.3629(7).

Committees formed to
present arguments on
ballot questions.

Committees created pursuant to NRS 295.121 to present the arguments on a ballot question are exempt from the Open Meeting Law. *See* NRS 295.121(13) and Op. Nev. Att'y Gen. 2000-18 (June 2, 2000).

Board of Medical
Examiners

Any deliberations conducted or vote taken by the Board or any investigative committee of the Board regarding its ordering of a physician, physician assistant or practitioner of respiratory care to undergo a physical or mental examination or any other examination designated to assist the Board or committee in determining the fitness of a physician, physician assistant or practitioner of respiratory care are not subject to the requirements of NRS 241.020. *See* NRS 630.336(1).

Occupational Licensing
Board

NRS 622.320 states:

1. The provisions of NRS 241.020 do not apply to proceedings relating to an investigation conducted to determine whether to proceed with disciplinary action against a licensee, unless the licensee requests that the proceedings be conducted pursuant to those provisions.
2. If the regulatory body decides to proceed with disciplinary action against the licensee, all proceedings that are conducted after that decision and

are related to that disciplinary action are subject to the provisions of NRS 241.020.

§ 4.03 Certain confidential investigative proceedings of the Gaming Control Board and Commission

NRS 463.110(2) holds that all meetings of the Gaming Control Board are open to the public except for investigative hearings that may be conducted in private at the discretion of the board or hearing examiner. NRS 463.110(4) holds that investigative hearings of the board or hearing officer may be conducted without notice.

Also, the Office of the Attorney General opined in Op. Nev. Att'y Gen. No. 150 (November 8, 1973) that certain investigative proceedings involving the Gaming Commission receiving information that is confidential by law may be exempt from the Open Meeting Law up to the point where the proceeding moves into deliberations or taking action. *See* Op. Nev. Att'y Gen. No. 150 (November 8, 1973) *Cf. Marston v. Gainesville Sun Publishing Co.*, 341 So. 2d 783 (Fla. Dist. Ct. App. 1976).

§ 4.04 Quasi-judicial functions

Nevada law is not settled on this issue, but the Office of the Attorney General believes that absent a specific statute to the contrary, public bodies performing quasi-judicial activities are not *per se* exempt from the Open Meeting Law. *See* OMLO 98-02 (March 16, 1998).

§ 4.05 Attorney-Client conferences possibly exempt

NRS 241.015(2)(b)(2) excepts from the definition of "Meeting," for purposes of the Open Meeting Law, a meeting of a quorum of a public body "To receive information from the attorney employed or retained by the public body regarding potential or existing litigation involving a matter over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward a decision on the matter, or both."

A meeting held for the purpose of having an attorney-client discussion of potential and existing litigation pursuant to NRS 241.015(2)(b)(2) is not a meeting for purposes of the Open Meeting Law and does not have to be open to the public. In fact, no agenda is required to be posted and no notice is required to be provided to any member of the public. *See* OMLO 2002-21 (May 20, 2002). However, the Office of the Attorney General advises that if the public body interrupts its meeting to conduct a non-meeting with its legal counsel, the public body should place this interruption of the open meeting on the agenda to avoid any confusion. *See* §5.11 of this manual for more information regarding non-meetings to confer with counsel.

It is important to note that a public body may deliberate, which is "to examine, weigh and reflect upon the reasons for or against the choice," which connotes collective discussion in an attorney-client conference. *See Dewey v. Redevelopment Agency of the City of*

Reno, 119 Nev. 87, 97, 64 P. 3d 1070, 1077 (2003), OMLO 2001-09 (March 28, 2001) and OMLO 2002-13 (March 22, 2003). However, NRS 241.015(2)(b)(2) does not permit a public body to take action in an attorney-client meeting.

§ 4.06 Student governments

NRS 241.038 requires the Board of Regents of the University of Nevada to establish requirements equivalent to the Open Meeting Law for student governments in the University and Community College System and provide for their enforcement. *See* OMLO 2004-09 (March 19, 2004) where the Office of the Attorney General opined that pursuant to NRS 241.038 it did not have jurisdiction to investigate or enforce an alleged violation by the UNLV Rebel Yell Advisory Board.

**Part 5 WHAT GATHERINGS MUST BE CONDUCTED IN COMPLIANCE
 WITH THE OPEN MEETING LAW?**

§ 5.01 General; statutory definitions

NRS 241.015(2)(a)(1) and (2), a "meeting" is defined as:

- (1) The gathering of members 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.
- (2) 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 this chapter.

As discussed in §4.05, NRS 241.015(2) excludes from the definition of meeting:

Any gathering or series of gatherings of members of a public body, as described in paragraph (a), at which a quorum is actually or collectively present:

- (1) Which occurs at a social function if the members do not deliberate toward a decision or take action on any matter over which the public body has supervision, control, jurisdiction or advisory power.
- (2) To receive information from the attorney employed or retained by the public body regarding potential or existing litigation involving a matter over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward a decision on the matter, or both.

Some of the key words in that definition are:

"gathering"

In Op. Nev. Att'y Gen. No. 85-19 (December 17, 1985), the Office of the Attorney General defined "gathering" to mean to bring together, collect, or accumulate and to place in readiness. Accordingly, a "gathering" of members of a public body within the conception of an open meeting would include any method of collecting or accumulating the deliberations or decisions of a quorum of these members.

“quorum”	A “quorum” of a public body is defined in NRS 241.015(4) as a simple majority of the constituent membership of a public body or another proportion established by law.
“present”	The Office of the Attorney General believes the term “present” means being in view or immediately at hand, being within reach, sight or call, being in a certain place and not elsewhere, ready at need. Presence may be either actual or constructive and a quorum of the membership of a public body is constructively present whenever the attendant acts, circumstances and conduct demonstrate that the members should be deemed by the law as being together for the purpose of conducting the business of the public. Op. Nev. Att’y Gen. No. 85-19 (December 17, 1985).
“deliberate”	To “deliberate” is to examine, weigh and reflect upon the reasons for or against the choice. . . . Deliberation thus connotes not only collective discussion, but also the collective acquisition or the exchange of facts preliminary to the ultimate decision. <i>See Dewey v. Redevelopment Agency of the City of Reno</i> , 119 Nev. 87, 97, 64 P. 3d 1070, 1077 (2003) and <i>Sacramento Newspaper Guild v. Sacramento County Board of Supervisors</i> , 69 Cal. Rptr. 480 (Cal. Ct. App. 1968) discussed in § 5.02 below.
“action”	Under NRS 241.015(1), “action” means: (a) a decision made by a majority of the members present during a meeting of a public body; (b) a commitment or promise made by a majority of the members present during a meeting of a public body; (c) if a public body may have a member who is <i>not</i> an elected official, an affirmative vote taken by a majority of the members present during a meeting of the public body; or (d) if all the members of a public body <i>must</i> be elected officials, an affirmative vote taken by a majority of all the members of the public body.

Application of the definitions to common circumstances follows.

§ 5.02 **Informal gatherings and discussions**

In *Sacramento Newspaper Guild*, all five members of the Sacramento County Board of Supervisors went to a luncheon gathering at the Elks Club with the county counsel, county executive, county director of welfare, and some AFL-CIO labor leaders to discuss a strike of the Social Workers Union against the county. Newspaper reporters were not allowed to sit in on the luncheon, and litigation resulted. The board of supervisors contended that the luncheon was informal and merely involved discussions that were neither deliberations nor actions in violation of California’s open meeting law.

The California Court of Appeals disagreed and upheld an injunction against the board, ruling that California's open meeting law extended to informal sessions or conferences designed for discussion of public business. Among other things, the Court observed:

Recognition of deliberation and action as dual components of the collective decision-making process brings awareness that the meeting concept cannot be split off and confined to one component only, rather it comprehends both and either.

...

To "deliberate" is to examine, weigh and reflect upon the reasons for or against the choice. . . . Deliberation thus connotes not only collective discussion, but the collective acquisition or the exchange of facts preliminary to the ultimate decision.

...

An informal conference or caucus permits crystallization of secret decisions to a point just short of ceremonial acceptance. There is rarely any purpose to a nonpublic, pre-meeting conference except to conduct some part of the decisional process behind closed doors. Only by embracing the collective inquiry in discussion stages, as well as the ultimate step of official action, can an open meeting regulation frustrate these evasive devices. As operative criteria, formality and informality are alien to the law's design, disposing it to the very evasions it was designed to prevent. Construed in light of the Brown Act's objectives, the term "meeting" extends to informal sessions or conferences of board members designed for the discussion of public business. The Elks Club luncheon . . . was such a meeting.

Id.

There are important objectives to be achieved from requiring the deliberations and actions of public agencies to be open and public. As stated in the article "Access to Government Information in California:"

The goal in requiring that deliberations take place at meetings that are open and public is that committee members make a conscientious effort to hear viewpoints on each issue so that the community can understand on what their premises are based, add to those premises when necessary, and intelligently evaluate and participate in the process of government.

54 Cal. L. Rev. 1650 (1966).

The Office of the Attorney General agrees with the foregoing and believes that if a majority of the members of a public body should gather, *even informally*, to deliberate toward a decision or to take any action on any matter over which the public body has supervision, control, jurisdiction, or advisory power, it must comply with the Open Meeting Law. Cf. Op. Nev. Att’y Gen. No. 241 (August 24, 1961), and Op. Nev. Att’y Gen. No. 380 (January 1, 1967), certain aspects of which were written before the statutory definition of “meeting” was established.

Under some city charters, the mayor is not a member of the city council, and the mayor’s powers are usually limited to a veto or casting a tie-breaking vote. In such cases, the presence of the mayor is not counted in determining the presence of a quorum of the council. See Op. Nev. Att’y Gen. No. 2001-13 (June 1, 2001).

§ 5.03 Social gatherings

Nothing in the Open Meeting Law purports to regulate or restrict the attendance of members of public bodies at purely social functions. A social function would only be reached under the law if it is scheduled or designed, at least in part, for the purpose of having a majority of the members of the public body deliberate toward a decision or take action on any matter over which the public body has supervision, control, jurisdiction, or advisory power. As described by the California Court of Appeals in *Sacramento Newspaper Guild, supra*:

There is a spectrum of gatherings of public agencies that can be called a meeting, ranging from formal convocations to transact business to chance encounters where business is discussed. However, neither of these two extremes is an acceptable definition of the statutory word “meeting.” Requiring all discussions between members to be open and public would preclude normal living and working by officials. On the other hand, permitting secrecy, unless there is a formal convocation of a body, invites evasion. Although one might hypothesize quasi-social occasions whose characterization as a meeting would be debatable, the difference between a social occasion or one arranged for pursuit of the public’s business will usually be quite apparent.

The definition of meeting now explicitly excludes a gathering or series of gatherings of members of a public body at which a quorum is actually or collectively present which occurs at a social function, if the members do not deliberate toward a decision or take action on any matter over which the public body has supervision, control, jurisdiction or advisory power. See NRS 241.015(2)(b)(1).

§ 5.04 Seminars, conferences, conventions

When a majority of the members of a public body attend a state or national seminar, conference, or convention to hear speakers on general subjects of interest to public officials or to participate in workshops with their counterparts from around the state or nation, it usually may be assumed they are there for the purpose of general education and social interaction and not to conduct meetings to deliberate toward a decision or to take action on any matter over which their public body has supervision, control, jurisdiction, or advisory power, even if presentations at the seminar touch on subjects within the ambit of the public body's jurisdiction or advisory power. Thus, such seminars, conferences and conventions do not fall under the definition of "meeting" found in NRS 241.015(2). However, should the gathering have the purpose of or in fact exhibit the characteristics of a "meeting" as defined in NRS 241.015(2)(b), then the provisions of the Open Meeting Law apply. *See Op. Nev. Att'y Gen. 2001-05 (March 14, 2001).*

§ 5.05 Telephone conferences/Video Conferences

Nothing in the Open Meeting Law appears to prohibit a quorum of the members of a public body from deliberating toward a decision or taking action on public business via a telephone conference call or video conference in which they are simultaneously linked to one another telephonically. However, since this is a "meeting," the notice requirements of the Open Meeting Law must be complied with and the public must have an opportunity to listen to the discussions and votes by all the members such as through a speaker phone or other device. This may be accomplished by including in the meeting notice the location and address of a place where members of the public may appear and listen to the meeting over a telephone speaker device. *See Del Papa v. Board of Regents of the Community College System of Nevada*, 114 Nev. 388, 956 P.2d 770 (1998) for a discussion regarding the applicability of the Open Meeting Law to a public body's use of telephones, fax machines and other electronic devices to deliberate and/or take action.

Although a telephone conference may be a lawful method of conducting the public's business, it should never be used as a subterfuge to avoid compliance with the Open Meeting Law and its stated intent that the actions of public bodies are to be taken openly and their deliberations conducted openly. NRS 241.030(4).

§ 5.06 Electronic polling

NRS 241.030(4) specifically provides that electronic communications must not be used to circumvent the spirit or letter of the Open Meeting Law in order to discuss or act upon a matter over which the public body has supervision, control, jurisdiction, or advisory powers.

This statute applies to telephone polls (unless done as a part of an open meeting as discussed above), and to polls by facsimile or E-mail.

In *Del Papa v. Board of Regents*, 114 Nev. 388, 956 P.2d 770 (1998), the Chairman of the Board of Regents of the University of Nevada sent by facsimile a draft advisory to all but one regent rebutting public statements made by that regent to the press. The draft advisory was accompanied by a memo requesting feedback on the advisory and sought advice from the other regents on whether to release the advisory to the press. The memo stated that no press release would occur without board approval. Of the ten regents who received the fax, five responded in favor of releasing the advisory, one wanted it released under the chairman's name only, one was opposed, two had no opinion, and one did not respond. The regents who responded did so by telephone calls to either the chairman or the interim director of public information for the University. In finding that the Board violated the Open Meeting Law by deciding whether to release the draft advisory privately by "facsimile" and telephone rather than by public meeting, the Nevada Supreme Court stated:

[A] quorum of a public body using serial electronic communication to deliberate toward a decision or to make a decision on any matter over which the public body has supervision, control, jurisdiction or advisory power violates the Open Meeting Law. That is not to say that in the absence of a quorum, members of a public body cannot privately discuss public issues or even lobby for votes. However, if a quorum is present, or is gathered by serial electronic communications, the body must deliberate and actually vote on the matter in a public meeting.

Id. at 400.

§ 5.07 **Mail polls**

In view of the legislative declaration of intent that all actions of public bodies are to be taken openly, the making of a decision by a mail poll that is not subject to public attendance appears inconsistent with both the spirit and intent of the law. *See Op. Nev. Att'y Gen. No. 85-19* (December 17, 1985).

§ 5.08 **Serial communications, or "walking quorums"**

Nevada is a "quorum state," which means that the gathering together of less than a quorum of the members of a public body is not within the definition of a meeting under NRS 241.015(2) and presumably not governed by Open Meeting Law requirements. Thus, it may be possible to meet secretly with members of a public body one at a time or in small groups of less than a quorum without violating the Open Meeting Law. Conducting a series of such nonquorum meetings is sometimes referred to as "serial communications."

While the Nevada Supreme Court ruled that meetings between a quorum of a public body and its attorney are not exempt from the Open Meeting Law, it stated in *McKay v. Board of County Commissioners*, 103 Nev. 490, 746 P.2d 124 (1987):

Nothing whatever precludes an attorney for a public body from conveying sensitive information to the members of a public body by confidential memorandum; nor does anything prevent the attorney from discussing sensitive information in private with members of the body, singly or in groups less than a quorum. Any detriment suffered by the public body in this regard must be assumed to have been weighed by the legislature in adopting this legislation. The legislature has made a legitimate policy choice—one in which this court cannot and will not interfere.

Id. at 495-96.

That opinion seems to support the principle that serial communications are not outlawed by the Open Meeting Law. *Cf. Tahoe Regional Planning Agency v. McKay*, 590 F. Supp. 1071 (D. Nev. 1984), *aff'd*, 769 F.2d 534 (9th Cir. 1985).

In addition, the Nevada Supreme Court in *Del Papa* opined:

[A] quorum of a public body using serial electronic communication to deliberate toward a decision or to make a decision on any matter over which the public body has supervision, control, jurisdiction or advisory power violates the Open Meeting Law. *That is not to say that in the absence of a quorum, members of a public body cannot privately discuss public issues or even lobby for votes.* (Emphasis added.)

Del Papa v. Board of Regents, 114 Nev. at 400.

Serial communications invite abuse to the Open Meeting Law if they are used to accumulate a secret consensus or vote of the members of a public body or to set up what is sometimes referred to as a “walking quorum.” The above quotation from the *McKay* decision seems to permit secret *discussions* of sensitive information in serial meetings with less than a quorum, but it stops short of saying that secret serial meetings may be used to *deliberate* about or take *action* on a public matter.

In *Dewey v. Redevelopment Agency of the City of Reno*, 119 Nev. 87, 64 P. 3d 1070 (2003), the Court reaffirmed its position in *McKay* and provided a substantial discussion regarding “serial communications” and non-quorum private briefings by staff. Please note that NRS 241.015(2)(a)(2), which defines “serial communications” as a “meeting” for purposes of the Open Meeting Law, was passed after the *Dewey* case. However, the Office of the Attorney General believes the Court’s analysis in *Dewey* provides substantial insight into the facts the Supreme Court will analyze to determine if “serial communications” occurred.

In *Dewey*, the Redevelopment Agency for the City of Reno (Agency) owned the Mapes Hotel, a historic landmark listed on the National Trust for Historic Preservation. In 1999, the Agency adopted a resolution in which it would accept bids to rehabilitate the Mapes Hotel. The Agency's staff put together a request for proposals (RFP), which was sent to more than 580 developers. In response to the RFP, the Agency received six proposals to rehabilitate the Mapes Hotel.

On August 31, 1999, the Agency's staff conducted two private back-to-back briefings with a non-quorum of the Agency attending each briefing; three members attended one briefing and two members attended the other briefing. For the purposes of an Agency meeting, a quorum was four or more members.

The purpose of these meetings was to inform the Agency members of potential issues with the RFP responses. The testimony at trial was clear that the Agency members neither provided their opinions, voted on the issue, nor were they polled by staff as to their opinions or votes at the briefings. The purpose of the briefings was to provide Agency members with information regarding a complex public policy issue.

Dewey, as well as other plaintiffs, filed a lawsuit against the Agency alleging a violation of the Open Meeting Law. The trial court held that there was a violation of the Open Meeting Law because the meetings constituted a constructive quorum for purposes of the Open Meeting Law. However, the Court only issued an injunction and refused to void the Agency's actions. In response, Dewey appealed the court's final order in hopes of voiding the Agency's actions, and the Agency cross-appealed alleging that the Court erred in finding an Open Meeting Law violation.

On appeal, the Nevada Supreme Court stated, "[W]e have . . . acknowledged that the Open Meeting Law is not intended to prohibit *every* private discussion of a public issue. Instead, the Open Meeting Law only prohibits collective *deliberations* or *actions* where a quorum is present." (Emphasis added.) *Id.* at 94-95. The Court stated, in part, that deliberations meant the collective discussion by a quorum. (See §5.01 *infra* for the full definition of deliberations.) Since a quorum of the Agency did not attend the back-to-back briefings, a collective discussion equaling deliberations could not have occurred unless a constructive quorum existed. In order for a constructive quorum to exist, the Agency members or staff would have to participate in serial communications. The trial court shifted the burden to the Agency to prove that the Agency did not participate in serial communications. The Supreme Court held that shifting the burden was inappropriate because a quorum of the public body did not attend the briefings. Thus, the burden was on Dewey to provide substantial evidence that the Agency conducted serial communications.

The Court then reviewed the record to determine whether substantial evidence existed to prove serial communications occurred. The Court stated that the record did not provide substantial evidence that the Agency member's thoughts, questions, or opinions from one briefing were shared with the members of the other briefing. There was also no evidence of polling by the Agency's staff to determine the opinions or votes of the Agency's

members. Further, there was no evidence in the record that the briefings resulted in the Agency taking action or deliberating on the issue. Finally, the record indicated that the Agency's staff intended to comply with the Open Meeting Law in conducting the briefings in the non-quorum back-to-back fashion. As a result, the Court held that substantial evidence did not exist to prove the briefings resulted in serial communications creating a constructive quorum, and that the Agency's back-to-back briefings were not "meetings" for purposes of the Open Meeting Law.

The Office of the Attorney General accepts affidavits or written statements from members of a public body as evidence whether "serial communications" occurred. *See* OMLO 2004-16 (May 65, 2004).

See OMLO 2004-26 (July 21, 2004) for an example of "serial communications" in violation of the Open Meeting Law, and *see* OMLO 2003-11 (March 6, 2003) for an analysis finding no "serial communication" consistent with *Dewey*.

§ 5.09 "Private Briefings" among staff of public body and non-quorum of members

In *Dewey* 119 Nev. at 94, 64 P.3d at 1075, the Nevada Supreme Court stated that private briefings among staff of a public body and a non-quorum of members of a public body is not a meeting for purposes of the Open Meeting Law, and such a meeting is not prohibited by law. *See* §5.08 *supra* for a further discussion of *Dewey*.

§ 5.10 Meetings held out-of-state or out of local jurisdiction

The Office of the Attorney General believes that the Open Meeting Law applies even if the meeting occurs outside of Nevada.

Nothing in the Open Meeting Law limits its application only to meetings in Nevada, and any such interpretation would only invite evasion of the law by meeting across state lines. A county-based public body may lawfully meet outside the county. *See* AG File No. 00-040 (January 5, 2001).

See also § 4.05, Attorney-Client conferences.

When meeting outside the jurisdictional boundaries of the public body, all requirements of the Open Meeting Law must be met. For example, minutes must be kept, and a clear and complete agenda must be properly noticed.

While the Open Meeting Law does not prohibit out-of-jurisdiction meetings, other statutes might. *See*, for example, the limitations on county commission meetings in NRS 244.085. *See also* Stipulation for Dismissal in *Frankie Sue Del Papa v. Storey County*, Case No. 01-00556A in the First Judicial District Court, May 29, 2001.

§ 5.11 Non-meetings to confer with counsel

The serial communications between “walking quorums” and their attorney were recognized in *McKay v. Board of County Commissioners*, 103 Nev. 490, 746 P.2d 124 (1987), as lawful gatherings of less than a quorum, under the former definition of “meeting.” Now, the public attorney no longer needs to engage in a series of gatherings in order to provide information to the multi-person client. In addition, the law specifically allows the members to deliberate, but not act, on the information. *See* §4.05 *supra*.

The definition of “meeting” does not encompass a gathering or series of gatherings of members of a public body at which a quorum is present to receive information from the attorney for the public body regarding potential or existing litigation involving a matter over which the public body has supervision, control, jurisdiction, or advisory power and to deliberate toward a decision on the matter.

The receipt of information from the attorney and the public body’s deliberation can both occur in the equivalent of a “closed meeting.” However, any decision must be made in public at the reopened meeting. The agenda *should note* that the public body would interrupt the open meeting and exclude the public from the meeting for the limited purpose of receiving the information and for deliberating. (Emphasis added.) The meeting must be recommenced in order to take action.

Alternatively, the public body may gather with the attorney at times other than the time noticed for a normal meeting. In such instances, there is no notice or agenda required. However, the usual notice and agenda will be required in order to later convene an open meeting in order to take action on the information received from the attorney. A decision on whether to settle a case or to make or accept an offer of judgment must be made in an open meeting. *See* OMLO 2002-21 (May 20, 2002).

Some or all members of a public body may now attend private, closed settlement conferences without complying with the notice requirements for an open meeting because such gatherings are not within the definition of “meeting.”

A caveat: if the public attorney calls for a closed “non-meeting” and an interested party objects, the benefits of the closed session will need to be great enough to justify the possibility of having to defend a lawsuit challenging the closed session. This area of the law is new, and the opinions of the Attorney General in this regard are untested in court. *See* § 11.05.

§ 5.12 Meetings held with another public body

Whenever a quorum of a public body gathers and discusses, decides, collects information, or otherwise deliberates on matters over which the body has supervision, control, jurisdiction or advisory power, a meeting of that body takes place within the meaning of NRS 241.015(2). Any such meeting must be conducted in accordance with

the Open Meeting Law and noticed as a meeting of the attending public body, even if the meeting is publicly noticed as a meeting of another public body. *See* Op. Nev. Att'y Gen. No. 2001-05 (March 14, 2001).

Part 6 WHAT ARE THE NOTICE REQUIREMENTS UNDER THE OPEN MEETING LAW? (See Sample Forms 1 and 3)

§ 6.01 General

The right of citizens to attend open public meetings is greatly diminished if they are not provided with an opportunity to know when the meeting will take place and what subject or subjects will be considered. One of the primary objectives of the Open Meeting Law is to allow members of the public to make their views known to their representatives on issues of general importance to the community. This type of communication would be impossible if the public were denied the opportunity to appear at the meeting through lack of knowledge that a meeting would be held.

Except in an emergency, written notice of all meetings of all public bodies must be posted in at least four places within the jurisdiction of the public body and mailed at least three working days before the meeting is to occur as specified below.

Details about how the notice is to be prepared, posted, and mailed are discussed below. **A sample form of a notice is included as Sample Form 1.** This sample is intended only as a sample, and public bodies may use whatever form or format they wish.

In *Sandoval v. The Board of Regents*, 119 Nev. 148, 150, 67 P.3d 902, 903 (2003), the Supreme Court of Nevada stated that Nevada's Open Meeting Law "clearly includes stringent agenda requirements." See §7.02.

Additionally, NRS 241.033 requires personal notice be given to individuals whose character, alleged misconduct, professional competence, or physical or mental health are to be considered at a meeting. See § 6.09.

NRS 241.034 requires personal notice must also be given to individuals against whom the public agency is going to take certain administrative actions or from whom real property will be taken by eminent domain. See § 6.10.

§ 6.02 Contents of notice (See Sample Form 1)

NRS 241.020(2) requires that a meeting notice must include:

- The time, place, and location of the meeting. See OMLO 2004-27 (July 13, 2004) where the Office of the Attorney General opined that starting a meeting late after staff took extraordinary measures to ensure that the public received notice that the meeting would start late was not a violation of the Open Meeting Law.
- A list of locations where the notice has been posted. See, e.g., OMLO 99-06 (March 19, 1999).

- An agenda consisting of:
 - (1) A clear and complete statement of the topics scheduled to be considered during the meeting. *See* §7.02.
 - (2) A list describing the items on which action may be taken and clearly denoting that action may be taken on those items. *See, e.g., OMLO 2003-13 (March 21, 2003).*
 - (3) A period devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. *See, e.g., OMLO 2003-13 (March 21, 2003).*
 - (4) If any portion of the meeting will be closed to consider the character, alleged misconduct or professional competence of a person, the name of the person whose character, alleged misconduct or professional competence will be considered. (Added to NRS 241.020(2)(c) by the Act of June 17, 2005, ch. 466, §2, 2005 Nev. Stat. 2243.)
 - (5) If, during any portion of the meeting, the public body will consider whether to take administrative action against a person, the name of the person against whom administrative action may be taken. (Added to NRS 241.020(2)(c) by the Act of June 17, 2005, ch. 466, §2, 2005 Nev. Stat. 2243.)

In addition, it is recommended that the following items be included in a meeting notice or agenda, if appropriate:

- Members of the public body and employees will make reasonable efforts to assist and accommodate physically handicapped persons desiring to attend a meeting. *See* NRS 241.020(1). The notice should include the name and telephone number of a person who may be contacted so arrangements can be made in advance to avoid last minute problems.
- If agenda items may be taken out of order, it should so state in the agenda.
- If reasonable time limits or other rules apply to any period devoted to public comment, such rules should be clearly stated on the agenda.

See § 7.02 of this manual for guidance in preparing the agenda.

§ 6.03 Posting the notice

NRS 241.020(3)(a) requires:

A copy of the notice must be posted in at least four places not later than 9 a.m. of the third working day before the meeting.

The notice must be posted at the principal office of the public body, or if there is no such office, then at the building in which the meeting is to be held.

The notice must be posted at a minimum of three other separate, prominent places within the jurisdiction of the public body. Thus, a state agency must post in at least three prominent places within the state, and a local government must post in at least three prominent places within the jurisdiction of the local government (e.g., county, city, town, etc.).

The notice must be posted in "prominent" places. The statute does not define "prominent," and whether a notice is properly posted must be judged on the individual circumstances existing at the time of the posting. As a general proposition, the Office of the Attorney General offers the following suggestions:

- Try to post the notices in places where they can be read or obtained by members of the public and media who seek them out.
- Unless required by the statute, avoid posting the notices in buildings that will be closed during the notice period.
- If the meeting concerns a regulated industry or profession, post additional notices at trade or professional associations for the industry.
- Community bulletin boards at city halls and county administration buildings may be used.
- Supplemental notice on the Internet is required if the public body maintains an Internet website. NRS 241.020(4). A public body is not required to create a website if it does not already have one. Inability to post notice of a meeting on its website as a result of a technical problem is not a violation of the law. Website notice is not a substitute for the minimum notice required by NRS 241.020(3). See OMLO 2004-16 (May 6, 2004) in which this office opined that a public body, who usually posted its agenda on the website of another government agency or public body, did not violate the Open Meeting Law when it failed to post its agenda on that website because it did not "maintain" the website.

The Office of the Attorney General also suggests that the person posting the required notices routinely execute a simple "certificate of posting" for retention in the files of the public body as proof that this requirement of law was satisfied.

§ 6.04 Mailing notice; mailing lists

In addition to posting the notice, a public body must mail a copy of the notice to any person who has requested notice of meetings. NRS 241.020(3)(b). A public body should implement internal record keeping procedures to keep track of those who have requested notice.

The mailing requirement of the law does not require actual receipt of the notice by the persons to whom the notice must be mailed. *See* AG File No. 00-015 (April 7, 2000).

The written notices must be mailed to the requestors "in the same manner in which notice is required to be mailed to a member of the body" and must be "delivered to the postal service used by the body not later than 9 a.m. of the third working day before the meeting." NRS 241.020(3)(b)(1). A public body does not satisfy the requirements of the Open Meeting Law by sending an E-mail to an individual who has requested personal notice of public meetings although the individual may waive his or her statutory right to personal notice by regular mail and instead may elect to receive timely notice by E-mail. *See* NRS 241.020(3)(b)(2) and Op. Nev. Att'y Gen. No. 2001-01 (February 9, 2001).

NRS 241.020(3)(b) states that a request for mailed notice of meetings automatically lapses six months after it is made to the public body and that the public body must inform the requestor of this fact by enclosure or notation upon the *first* notice sent. (Emphasis added.) By negative implication, this requirement seems to prohibit a public body from requiring requestors to make a separate written request for notice of each meeting although it can limit requests to six months at a time.

§ 6.05 Calculating "three working days"

Working days include every day of the week except Saturday, Sunday, and holidays declared by law or proclamation of the President. The actual day of a meeting is not to be considered as one of the three working days referenced in the statute. *See* OMLO 99-06 (March 19, 1999).

For example, a Thursday meeting should be noticed by 9 a.m. on Monday of the same week, while a Tuesday meeting must be noticed no later than 9 a.m. Thursday of the preceding week; if the Monday before a Tuesday meeting were a legal holiday, notice would be posted no later than 9 a.m. on Wednesday of the prior week.

§ 6.06 Providing copies of agenda and supporting material upon request

NRS 241.020 as amended by the Act of June 17, 2005, ch. 466, §2, 2005 Nev. Stat. 2244, states:

5. Upon any request, a public body shall provide, at no charge, at least one copy of:

- (a) An agenda for a public meeting;
 - (b) A proposed ordinance or regulation which will be discussed at the public meeting; and
 - (c) ~~[Any]~~ *Subject to the provisions of subsection 6, any* other supporting material provided to the members of the body except materials:
 - (1) Submitted to the public body pursuant to a nondisclosure or confidentiality agreement ~~[+]~~ *which relates to proprietary information;*
 - (2) Pertaining to the closed portion of such a meeting of the public body; or
 - (3) Declared confidential by law ~~[+]~~, *unless otherwise agreed to by each person whose interest is being protected under the order of confidentiality.*
- As used in this subsection "proprietary information" has the meaning ascribed to it in NRS 332.025*

6. A copy of supporting material required to be provided upon request pursuant to paragraph (c) of subsection 5 must be:

- (a) If the supporting material is provided to the members of the public body before the meeting, made available to the requester at the time the material is provided to the members of the public body; or**
- (b) If the supporting material is provided to the members of the public body at the meeting, made available at the meeting to the members of the public body.**

If the requester has agreed to receive the information and material set forth in ~~[this]~~ subsection 5 by electronic mail, the public body shall, if feasible, provide the information and material by electronic mail.

The above changes occurred as a result of the litigation between the Office of the Attorney General and the Board of Regents. In adopting the Act of June 17, 2005, ch. 466, §§1-6, 2005 Nev. Stat. 2243-2247, the Nevada Legislature adopted the opinions of this office, and as a result, although the analysis below pre-dates the 2005 legislative changes, it is applicable under the current statutory construction.

The Office of the Attorney General believes that confidential communications between the counsel and the public body need not be provided under NRS 241.020(5). See *McKay v. Board of County Commissioners*, 103 Nev. 490, 746 P.2d 124 (1987).

The Office of the Attorney General has opined that drafts of proposed orders of the Public Utilities Commission are agenda supporting material under NRS 241.020(5), formerly NRS 241.020(4), and copies must be furnished upon request at the time that they are made available to commission members. See OMLO 98-02 (March 16, 1998). Drafts of minutes of previous meeting to be approved at upcoming meeting are agenda supporting material under NRS 241.020(5), formerly NRS 241.020(4), and must be provided upon request. See OMLO 98-06 (October 19, 1998).

Requests to provide agenda supporting material under NRS 241.020(5), formerly NRS 241.020(4), may be treated separately from standing requests to mail notices of meetings under NRS 241.020(3)(b). See OMLO 99-06 (March 19, 1999). Agenda supporting material need not be mailed but must be made available over the counter when the

material is ready and has been distributed to members of the public body and at the meeting. *See* OMLO 98-01 (January 21, 1998) and OMLO 2003-06 (February 27, 2003).

When a public body is interviewing candidates for a vacant position in an open session of the meeting, copies of the resumes may not be refused by the public body on the grounds that the resume of the chosen applicant would become part of the personnel file when hired or on the grounds that refusal was necessary to accommodate an applicant's concern that they might suffer ramifications related to their current employment if their resumes and presumably their interest in the position became known to their current employer. *See* AG File No. 00-035 (August 31, 2000).

Agenda supporting materials are not required to be provided until after the appointment of a person if a separate statute or regulation declares the materials to be confidential during the selection and appointment process. *See* AG File No. 00-036 (September 25, 2000).

In situations where a request for agenda supporting materials is made at the meeting, if supporting material is available at the time the agenda must be posted for the upcoming meeting, a public body can satisfy the Open Meeting Law requirement of providing supporting materials "upon any request" by having one "public" copy of the supporting materials available for review at the meeting. The public body need not delay or disrupt its meeting to provide time for several in-meeting requestors to review the one "public" copy provided at the meeting.

As to materials that were not available on the agenda posting date, a member of the public is justified in asking for such materials at the meeting, and the public body must interrupt its meeting to provide the requested copies. Unapproved draft minutes that are on the agenda for approval are agenda support material that must be provided upon request. Material not available on the agenda posting date, but which became available to members of the public body at a later date before the meeting, must immediately be made available to the public at the office of the public body at the time it is sent to members of the public body. *See* NRS 241.020(6)(b) and AG File No. 00-025 (October 3, 2000).

The Office of the Attorney General opined that statutory construction indicates that the legislature intended to treat the requests for notices different than the requests for support material. Therefore, the Open Meeting Law does not require a public body to honor a blanket request for support material. *See* OMLO 2003-12 (March 11, 2003).

§ 6.07 Fees for providing notice of copies of supporting material

The material supplied upon request under NRS 241.020(5) clearly must be provided at no cost.

Although the statute does not specifically state, the Office of the Attorney General believes that no charges may be made for sending notices required by NRS 241.020(3)(b). *See* OMLO 99-07 (February 4, 1999). Generally, governmental bodies

may exercise only those powers that are conferred upon them by the Legislature. There is no grant of power to public bodies in the Open Meeting Law which authorizes them to legislate or charge a fee to a person who has requested individual notice of the meetings. Further, charging a fee under such circumstances could have the effect of chilling the right of all Nevada citizens to receive notice of public meetings. We note that mailing a copy of the meeting notice to anyone who requests such notices is deemed by the law to be a part of the "minimum public notice" requirements which all public bodies must meet. The only restriction contemplated by the law is a six-month limitation on the request unless it is renewed by the requestor.

§ 6.08 Emergencies

Emergencies occur and a public body may not be able to wait three days to call a meeting and post a notice and agenda in order to act, or the public body may have already sent out a notice and agenda and cannot amend the agenda and give three days' notice before the meeting.

NRS 241.020(2) provides that *except in an emergency*, written notice of all meetings must be given at least three working days before the meeting. NRS 241.020(8) defines an emergency as: "an unforeseen circumstance which requires immediate action and includes, but is not limited to: (a) Disasters caused by fire, flood, earthquake or other natural causes; or (b) Any impairment of the health and safety of the public."

The Office of the Attorney General believes that an emergency meeting may be called or an item may be taken up on an emergency basis only:

- Where the need to discuss or act upon an item is truly unforeseen at the time the meeting agenda is posted and mailed or before the meeting is called; and
- Where an item is truly of such a nature that immediate action is required at the meeting.

In an emergency, the Office of the Attorney General believes that:

- A meeting may be scheduled with less than three days' notice if the meeting is limited only to the matter which qualifies as an emergency. The minutes of the meeting should reflect the nature of the emergency and why notice could not be timely given.
- If a meeting has already been scheduled, notice has already been posted and mailed, and less than three working days remain before the meeting, the emergency item may be added to the agenda at the meeting. The minutes should reflect the nature of the emergency and why notice could not be timely given.
- If a meeting has been scheduled, and it is possible to amend the notice and agenda and to post and mail the amended notice (or a notice of an emergency item

to be added to the agenda) more than three working days before the meeting, the notice and agenda should be so amended.

In all cases, whenever a matter is taken up as an emergency, the Office of the Attorney General recommends that the public body provide as much supplementary notice to the public and the news media as is reasonably possible under the circumstances. Further, all other requirements of the Open Meeting Law must be observed.

The Office of the Attorney General cautions, however, that a true emergency must exist and the rule must not be invoked as a subterfuge by a public body to avoid giving notice of that agenda item to the public. Op. Nev. Att'y Gen. No. 81-A (February 23, 1981) gives an example of when an emergency did not exist. This opinion discusses a situation where, in a regularly scheduled meeting of a public body, dissention quickly arose between the members so much so that the meeting became acutely tense and emotional. In an attempt to relieve the pressure, the board went into an unscheduled executive session to "discuss the professional competence and character of a person" (including some its members). Noting that the dissention on the board had been known for months, the Office of the Attorney General determined that a sufficient emergency did not exist to go into the unscheduled executive session because there was ample time to provide written public notice of the need for an executive session during a regularly scheduled meeting to discuss the matters.

See OMLO 99-10 (August 24, 1999), where the Office of the Attorney General opined that administrative error does not establish grounds to hold an emergency meeting without giving proper notice. A statutory deadline for action by a county commission to submit a ballot question is not an unforeseen circumstance. *See* AG File No. 00-029 (August 9, 2000). The need to seize records of a development authority is foreseeable and, therefore, not an emergency. *See* AG File No. 01-039 (August 20, 2001). *See* OMLO 2004-22 (June 15, 2004) where the unforeseen resignation of the General Manager of the sewer treatment plant created an emergency because, in order to protect public health, safety and welfare, the public body needed to keep the plant operating, and thus, an emergency meeting to employ a new manager was appropriate.

§ 6.09 Providing individual notice to persons whose character, alleged misconduct, professional competence, physical or mental health are to be considered; waivers of notice (*See* Sample Form 3)

As a result of litigation between the Office of the Nevada Attorney General and the Board of Regents of the University and Community College of Nevada, the Nevada Legislature in the 2005 Legislative Session made significant changes to the Open Meeting Law for meetings to consider a person's character, alleged misconduct, professional competence, or physical or mental health and the notice requirements under NRS 241.033.

NRS 241.033 prohibits a public body from holding a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person unless it provided *written* notice to the person of the time and place of the meeting *and* received proof of service of the notice. *See* NRS 241.033(1)(a) and (b). This applies whether the meeting will be open or closed.

The Act of June 17, 2005, ch. 467, §1, 2005 Nev. Stat. 2247-2248 also requires the notice to include:

A list of the general topics concerning the person that will be considered by the public body during the closed meeting; and

A statement of the provisions of subsection 4.

Subsection 4 states:

- That the person being considered by the public body must be permitted to attend the closed meeting;
- That the person being considered may have an attorney or other representative of his choosing present during the closed meeting; and
- That the person being considered may present written evidence, provide testimony and present witnesses relating to his character, alleged misconduct, professional competence, or physical or mental health to the public body during the closed meeting.

The Act of June 17, 2005, ch. 466, §5, 2005 Nev. Stat. 2246 states that a public body may include an informational statement that administrative action may be taken against the person after the public body considers his/her character, alleged misconduct, professional competence, or physical or mental health. If the notice pursuant to NRS 241.033 includes this informational statement, no further notice is required pursuant to NRS 241.034.

The notice must be either delivered personally to that person at least 5 working days before the meeting or must be sent by certified mail to the last known address of that person at least 21 working days before the meeting. A similar notice is required by NRS 241.034 to persons against whom administrative action will be taken or whose real property will be acquired by eminent domain unless the public body includes an informational statement that administrative action may be taken against the person in the notice under NRS 241.033. *See* discussion above.

The public body must receive proof of service of the notice before the meeting may be held.

The Nevada Athletic Commission is exempt from the timing requirements (e.g., 5 working days for personal service or 21 days for certified mail) but must still give written notice of the time and place of the meeting and must receive proof of service before conducting the meeting. NRS 241.033(2).

The Act of June 17, 2005, ch. 466, §5, 2005 Nev. Stat. 2247 codified the Office of the Nevada Attorney General's long standing position that "casual or tangential references to a person or the name of a person during a closed meeting do not constitute consideration of the character, alleged misconduct, professional competence, or physical or mental health of the person." See OMLO 2004-14 (April 20, 2004); OMLO 2003-18 (April 21, 2003); and OMLO 2003-28 (November 14, 2005) where the public body violated the Open Meeting Law by considering an employee's character or alleged misconduct without providing notice, but the mere mention of other employees did not require notice to the other employees.

The Office of the Nevada Attorney General opined that the notice requirements of NRS 241.033 only apply to natural persons because non-natural persons cannot have "physical or mental health." Thus, proper statutory construction dictates that the notice under NRS 241.033 must only be provided to natural persons. See OMLO 2004-13 (April 19, 2004).

The Office of the Nevada Attorney General also opined that if a public body discusses a pending lawsuit involving a particular person, a discussion of that lawsuit that mentions the name of that person does not require the public body to provide notice under NRS 241.033. See OMLO 2003-14 (March 21, 2003).

The notice requirements apply to applicants for professional licenses if their character, alleged misconduct, professional competence, or physical or mental health is to be considered at the meeting. See Attorney General Letter Opinion to Jerry Higgins, Nevada Board of Professional Engineers and Land Surveyors, dated October 28, 1993 (licensing board which will consider applicants' character and professional competence must properly notice each applicant in accordance with NRS 241.033).

There is no prohibition against waivers of the notice, and the courts consistently recognize that an individual may, by express or implied waiver, relinquish a known statutory right. However, a waiver carries legal consequences, and therefore must be a valid waiver. A waiver of a statutory right is deemed valid if it is clear and unambiguous, given voluntarily, and intended to relinquish a known statutory right. *CBS, Inc. v. Merrick*, 716 F.2d 1292 (9th Cir. 1983); *State Board of Psychological Examiners v. Norman*, 100 Nev. 241, 679 P.2d 1263 (1984).

An express agreement to waive a known statutory right will be given its intended force and effect. *Royal Palm Savings Ass'n v. Pine Trace Corp.*, 716 F. Supp. 1416 (M.D. Fla. 1989). It is recommended the waiver be obtained in writing expressing: (1) the voluntary nature of the waiver; (2) the applicant's knowledge about the statutory right; and (3) the applicant's intention to relinquish that right. See Attorney General Letter Opinion to

Jerry Higgins, Nevada Board of Professional Engineers and Land Surveyors, dated October 28, 1993.

A sample form of notice and proof of service is attached as Sample Form 3.

§ 6.10 Providing individual notice to persons against whom the public body may take certain administrative action or from whom the public body may acquire real property by the exercise of the power of eminent domain.

Under NRS 241.034, a public body may not hold a meeting to take administrative actions against a person or to acquire real property by condemnation from a person unless the public body has given written notice to that person. The written notice must be either: (1) delivered personally to the person at least 5 working days before the meeting; or (2) sent by certified mail to the last known address of the person at least 21 working days before the meeting. The written notice to the person is required in addition to the notice of meeting required by NRS 241.020. *See* § 6.02.

A public body must receive proof of service of the written notice before the public body may consider the matter. Proof of receipt of the notice is not required.

The terms "take," "administrative action," and "person" are not defined by chapter 241 or by NRS 241.034. With respect to the eminent domain provision, the terms "acquire," "owned," and "person" are not defined. The terms "administrative action" and "against a person," if interpreted and defined broadly, would encompass a myriad of actions performed by local governments and state agencies, which common sense indicates were not all intended to be covered by the new notice provisions of NRS 241.034.

In *Harris v. Washoe County Board of Equalization*, Case No. 42951 (NV Sup. Ct. 2004), which was an order of the Supreme Court of Nevada and not an opinion, the Supreme Court agreed with the above interpretation of the Office of the Nevada Attorney General. In that case, the petitioners filed a petition challenging the assessor's valuation of their property. The County Board contacted the petitioners one working day before the meeting to consider their petition, but the County Board properly posted a public notice three working days before the meeting. The County Board did not provide a personal notice to the petitioners pursuant to NRS 241.034. The petitioners filed for a preliminary injunction against the County Board for failing to provide notice pursuant to NRS 241.034. The District Court denied the injunction and the petitioners appealed to the Nevada Supreme Court.

The Court stated, "In this case, the language 'administrative action against a person,' which triggers the five-day personal notice requirement, is subject to more than one interpretation." The property owners argued that the language should be read broadly to "include all administrative actions directed at specific individuals," and thus, the County Board's land valuation hearings. The County Board asserted that the phrase should be

more narrowly tailored "to include only those actions involving an individual's characteristics or qualifications, not those of real property."

The Court stated that the rules of statutory construction compel the Court to adopt the County Board's more narrow approach. The Court stated that the broad view advocated by the property owner's would render the notice requirement for eminent domain "nugatory" because any action with regard to a person's realty would require notice. The Court determined that such an interpretation was not the appropriate construction of the statute. The Court then defined the phrase "administrative action against a person" as "those actions involving an individual's characteristics or qualifications, not those of real property." Therefore, the Court held that the County Board did not violate the Open Meeting Law.

For purposes of enforcement actions under NRS 241.037(1), this office may initially follow these tentative guidelines:

1. Except as noted below, "person" includes natural persons and inanimate entities such as partnerships, corporations, trusts, and limited liability companies. "Person" includes essentially anything legally capable of holding an interest in property or legally capable of receiving a permit or license.
2. "Administrative action against a person" does not occur unless the matter being acted on is uniquely personal to the individual or entity. "Administrative action against a person" does not occur when the legal basis of the action is consideration of the inanimate characteristics of a facility or property and no consideration of the characteristics or qualifications of the individual or entity (the person) that has sought the governmental approval. *See the discussion of Harris above.*

For example, a decision against an applicant for a barber's license for the individual practitioner is subject to NRS 241.034, but a decision against an applicant for a barbershop license is not.

Some business and occupational licenses issued by state and local governments may be a crossover area. Some statutes, regulations and ordinances grant, condition, or deny a particular license solely on the adequacy of the premises (sanitation, fire codes, square footage, zoning) without reference to the personal aspects of the business person seeking the license. These types of business licenses are not subject to NRS 241.034. But if a business license is granted or denied in part by reference to the personal aspects of the applicant, then NRS 241.034 applies.

(a) "Action against a person" within the meaning of NRS 241.034 does not include adoption of ordinances or regulations; the granting or denying of petitions for declaratory orders or advisory opinions; action on zoning requests, building permits, most variances, and other land use decisions that do not depend on the identity, status, personal qualifications, or characteristics of the person. These decisions are "against" the entire

population, whole neighborhoods, industries, and other interest groups. Notice to such large numbers of persons is not required by NRS 241.034.

(b) An act is not subject to the additional notice requirements of NRS 241.034 if the action depends on the application of either objective or discretionary standards and criteria to land, water, air, or other inanimate matters unrelated to the personal qualities and characteristics of the owner of the property that is subject to the authority of the public body.

(c) Note that other statutes and ordinances typically have extensive notice provisions for the special subject matter covered. Those laws must be complied with but failure to do so will not be a violation of chapter 241.

(d) Imposing discipline on a person is an "action against a person." Most penalties (except for taxation) are uniquely personal because they are based on the misconduct of a person and, therefore, are "actions against a person."

3. Decisions to accept gifts and to purchase, sell, encumber, or lease any interest in real or personal property are examples of non-personal, inanimate-subject decisions that are not within the meaning of "administrative action against a person," even though each decision may be, in a very real sense, "against" someone, unless the purchase involves eminent domain in which case the owner of the property must be notified.

The Act of June 17, 2005, ch. 466, §6, 2005 Nev. Stat. 2247 states that the written notice pursuant to NRS 241.034 is not required if a public body provides an informational statement that administrative action may be taken against the person on a notice required by NRS 241.033. *See* §6.09.

Part 7 WHAT ARE THE REQUIREMENTS FOR PREPARING AND FOLLOWING THE AGENDA? (See Sample Form 1)

§ 7.01 General

A public body's failure to adhere to agenda requirements will result in an Open Meeting Law violation. *Sandoval v. Board of Regents*, 119 Nev. 148, 156, 67 P.3d 902, 906 (2003). If a matter is acted upon which was not clearly denoted on the agenda, the action is void under NRS 241.036.

NRS 241.020(2)(c) requires that agendas include the following as a minimum:

- (1) A clear and complete statement of the topics scheduled to be considered during the meeting.
- (2) A list describing the items on which action may be taken and clearly denoting that action may be taken on those items.
- (3) A period devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken pursuant to subparagraph (2).
- (4) If any portion of the meeting will be closed to consider the character, alleged misconduct or professional competence of a person, the name of the person whose character, alleged misconduct or professional competence will be considered. (Added to NRS 241.020(2)(c) by the Act of June 17, 2005, ch. 466, §2, 2005 Nev. Stat. 2243.)
- (5) If, during any portion of the meeting, the public body will consider whether to take administrative action against a person, the name of the person against whom administrative action may be taken. (Added to NRS 241.020(2)(c) by the Act of June 17, 2005, ch. 466, §2, 2005 Nev. Stat. 2243.)

§ 7.02 Agenda must be clear and complete (See Sample Form 1)

In 2003, the Nevada Supreme Court in *Sandoval v. Board of Regents*, 119 Nev. 148, 67 P.3d 902 (2003) created significant jurisprudence regarding Nevada's Open Meeting Law, in particular NRS 241.020(2)(c)(1). In *Sandoval*, the Court analyzed three related issues under Nevada's Open Meeting Law: (1) the "clear and complete" standard required for agenda statements by NRS 241.020(2)(c)(1), (2) the exceeding of a properly noticed agenda statement by a public body, and (3) whether the Open Meeting Law violates the First Amendment by improperly restricting members right to free speech. The analysis of the "clear and complete" standard will be discussed in this section of the manual, the

analysis regarding exceeding the scope of the agenda statement will be discussed in §7.03 of this manual, and the analysis regarding the First Amendment will be discussed in §13.03 of this manual.

In *Sandoval*, the Court considered the actions of two different public bodies related to the University and Community College System of Southern Nevada, the Campus Environment Committee (Committee) and the Board of Regents (Board). Since the analysis regarding the Board discussed the "clear and complete" standard under NRS 241.020(2)(c)(1), this section of the manual will discuss only the facts, circumstances, and analysis surrounding the Board. For a discussion regarding the facts, circumstances, and analysis regarding the Committee exceeding the agenda statement, see §7.03 below.

In September of 2000, the Board held a public meeting and noticed an item that stated:

Committee Reports:

Campus Environment Committee

Chairman Tom Kilpatrick will present a report on the Campus Environment committee meeting held September 7, 2000 and requests Board action on the following recommendations of the committee:

- Round Table Discussion of Actions and Schedule of Topics to be Discussed with Campus Representatives--The committee reviewed previous actions and unfinished business of the committee and compiled a schedule of topics for the remainder of the year.

Id. at 152, 904. Regent Kilpatrick properly reported the topics to be discussed for the remainder of the year, and he discussed the law governing the release of documents. He then informed the Board that a request was made for the University of Nevada, Las Vegas (UNLV) report regarding a dormitory raid, and a document regarding disarming the UNLV police department. After Regent Kilpatrick's presentation, Regent Aldean suggested that the Board make available a redacted version of the NDI report regarding the raid, and the Board agreed with this suggestion. As a result, the Office of the Attorney General filed suit alleging a violation of the "clear and complete" standard in NRS 241.020(2)(c)(1). The district court granted summary judgment for the Board holding that the "germane standard" should apply to Nevada's Open Meeting Law, and since the discussion by the Board of the NDI report was germane to the agenda statement, there was no violation of the Open Meeting Law. The Office of the Attorney General appealed this decision.

The Supreme Court's analysis immediately rejected the "germane standard" as too lenient a standard in Nevada. The Court stated, "[T]he legislative history of NRS 241.020(2)(c)(1) illustrates that the legislature enacted the statute because 'incomplete and poorly written agendas deprive citizens of their right to take part in government.'" *Id.* at 154, 905. The Court also stated, "Nevada's Open Meeting Law seeks to give the public clear notice of the topics to be discussed at public meetings so that the public can

attend a meeting when an issue of interest will be discussed.” *Id.* at 155, 906. As a result, the Court held that the Board violated the Open Meeting Law because the agenda statement was too broad to place the public on notice that the Board would take informal action to obtain a redacted NDI report and discuss an examination of disarming the UNLV police, both issues of public interest.

The Office of the Attorney General has written several opinions on agendas. One was written before the “clear and complete” agenda requirements were written into the law, and the others after. *See* Op. Nev. Att’y Gen. No. 79-8 (March 26, 1979), and Op. Nev. Att’y Gen. No. 91-6 (May 23, 1991); OMLO 99-01 (January 5, 1999); OMLO 99-02 (January 15, 1999); OMLO 99-03 (January 11, 1999); OMLO 2003-09 (March 4, 2003); OMLO 2003-13 (March 21, 2003); and OMLO 2003-23 (June 24, 2003).

The following guidelines are gleaned from those opinions:

- a. Merely indicating “Licensing Board” on an agenda without listing the names of the licensees who will be considered is not proper.
- b. An agenda item for consideration of business permits should include the name and, where appropriate, the address of the proposed business and/or applicants.
- c. Agenda items must be described with clear and complete detail so that the public will receive notice in fact of what is to be discussed by the public body.
- d. Use a standard of reasonableness in preparing the agenda and keep in mind the spirit and purpose of the Open Meeting Law.
- e. Always keep in mind the purpose of the agenda is to give the public notice of what its government is doing, has done, or may do.
- f. The use of general or vague language as a mere subterfuge is to be avoided.
- g. Use of broad or unspecified categories in an agenda should be restricted only to those items in which it cannot be anticipated what specific matters will be considered.
- h. An agenda must never be drafted with the intent of creating confusion or uncertainty as to the items to be considered or for the purpose of concealing any matter from receiving public notice.
- i. Agendas should be written in a manner that actually gives notice to the public of the items anticipated to be brought up at the meeting.

- j. Generic agenda items such as "President's Report," "Committee Reports," "New Business," and "Old Business" do not provide a clear and complete statement of the topics scheduled to be considered. Such items should not be listed as action items as they do not adequately describe items upon which action is to be taken. *See* OMLO 99-03 (January 11, 1999).
- k. Agendas for retreats should identify the event as a retreat, give the objectives to be accomplished, and include the specific topics for discussion scheduled by retreat organizers. *See* OMLO 99-02 (January 15, 1999). *See* § 6.02 for items that may be included in the agenda if not covered in the notice for the meeting.

Additionally, based on some of the complaints received by the Office of the Attorney General, the following suggestions are offered:

- a. Public bodies should not "approve" or take action on administrative reports by staff unless the agenda clearly denotes the report as an action item and specifically sets out the matter to be acted on within the report.
- b. Generic items such as "reports" or "general comments by board members" invite trouble because discussions spawned under them may be of great public interest and may lead to deliberations or actions without the benefit of public scrutiny or input. Generic items should be used sparingly and carefully, and actual discussions should be tightly controlled. Matters of public interest should be rescheduled for further discussion at later meetings.
- c. Agenda descriptions for resolutions, ordinances, regulations, statutes, rules or other such items to be considered by public bodies should describe what the statute, ordinance, regulation, resolution, or rule relates to so that the public may determine if it is a subject in which they have an interest. *See* OMLO 99-01 (January 5, 1999); OMLO 99-03 (January 11, 1999).

§ 7.03 **Stick to the agenda**

As discussed in §7.02, *supra*, *Sandoval v. Board of Regents*, 119 Nev. 148, 67 P.3d 902 (2003) provided analysis of a public body's failure to keep to its agenda. In that case, the Campus Environment Committee (Committee) held a meeting on September 7, 2000. An agenda statement on the public notice stated, "Review of UCCSN Policies on Reporting" described as:

Review UCCSN, state and federal statutes, regulations, case law, and policies that govern the release of materials, documents, and reports to the public.

Id. 151, 903-904. At this meeting, the Committee discussed a controversial NDI report regarding a dormitory raid by UNLV police. Regent Hill discussed the details of the raid, criticized the UNLV police department, and recommended the police department be disarmed. This discussion occurred against the advice of legal counsel. The district court granted summary judgment for the Committee because the Committee's discussion did not violate an employee's right, which was the concern of the Committee's legal counsel. The Office of the Attorney General appealed.

The Supreme Court stated that the agenda statement was "clear and complete" under NRS 241.020(2)(c)(1), and, in the abstract, the Committee could have discussed the NDI report. However, the Court held, "[T]he plain language of NRS 241.020(2)(c)(1) requires that discussion at a public meeting cannot exceed the scope of a clearly and completely stated agenda topic." *Id.* at 154, 905. Here, the Committee violated the Open Meeting Law by exceeding the agenda statement "when it discussed the details of the report, criticized the UNLV police department, and commented on the impact of drug use on the campus" because the agenda statement did not inform the public this would be a topic of discussion. *Id.* at 155, 906.

Many complaints received by the Office of the Attorney General have to do with public bodies wandering off their agendas. Discussions may start on an agenda item but then drift off into other matters. The chair for the meeting or counsel should be vigilant to stop the drifting in order to prevent Open Meeting Law violations. See OMLO 98-03 (July 7, 1998) for an example of how a public body can violate the Open Meeting Law by wandering off its meeting agenda. See also OMLO 99-09 (July 28, 1999) for an example of how a budget workshop designated for discussion and review of a proposed budget resulted in several violations of the Open Meeting Law when members of the public body made decisions on various items within the proposed budget.

Deviating from the agenda by commencing a meeting prior to its noticed meeting time violates the spirit and intent of the Open Meeting Law and nullifies the purpose of the notice requirements set forth in NRS 241.020(2). See OMLO 99-13 (December 13, 1999).

A public body may combine agenda items to be discussed together at the same time if an announcement is made at the meeting, so as to avoid confusion about what is being discussed. See AG File No. 00-023 (September 20, 2000).

An action against the Board of Regents is pending in the First Judicial District Court, Case No. 00-01632A, wherein the complaint alleges that a board committee considered matters in addition to the topics listed on the agenda despite legal advice from the committee's counsel and previous warnings from the Office of the Attorney General. AG File No. 00-041 (September 21, 2000).

§ 7.04

Matters brought up during public comment

Pursuant to NRS 241.020(2)(c)(3), a period devoted to comments by the general public, if any, and a discussion of those comments must be included on each meeting agenda. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

The designated public comment period required by NRS 241.020(2)(c)(3) should be content neutral and not restricted to nonagenda items unless the public is permitted to speak on agenda items as they are heard. *See* OMLO 99-12 (October 14, 1999). *See* § 8.04 for the requirements for conducting the public comment period. The Open Meeting Law does not limit a public body's discretion to refuse to place on the agenda an item requested by a member of the public. Any limits are a matter of general administrative law. *See* AG File No. 00-047 (April 27, 2001). Where a meeting is continued to a future date, the reconvened meeting at the later date is a second, separate meeting for purposes of public comment, and a member of the public is entitled to make public comment on the same subject at both meetings. *See* AG File No. 01-012 (May 21, 2001).

Part 8 WHAT ARE THE REQUIREMENTS FOR CONDUCTING AN OPEN MEETING?

§ 8.01 General

In conducting meetings, one should always remember the message in NRS 241.010: "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." In interpreting a similar provision in California's open meeting law, the court of appeals delivered a humbling message when it said:

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over instruments they have created. *Stockton Newspapers, Inc. v. Redevelopment Agency*, 214 Cal. Rptr. 561 (Cal. Ct. App. 1985).

Accordingly, NRS 241.020 requires that, except as otherwise provided by statute, all meetings of public bodies must be open and public, and all persons must be permitted to attend any meeting of these bodies; NRS 241.040 makes wrongful exclusion of any person from a meeting a misdemeanor.

§ 8.02 Facilities

Public meetings should be held in facilities that are reasonably large enough to accommodate attendance by members of the public.

Sometimes controversial public issues generate a larger than expected crowd and a change of location or other methods (e.g., video transmission in adjoining rooms or areas) may have to be employed in order to accommodate those persons seeking to attend a particular meeting. But even if reasonable efforts like these prove inadequate to accommodate everyone, the meeting still would qualify as a public meeting for purposes of the Open Meeting Law. *Gutierrez v. City of Albuquerque*, 631 P.2d 304 (N.M. 1981).

The Office of the Attorney General is of the opinion public bodies should avoid holding public meetings in places to which the general public does not feel free to enter, such as a restaurant, private home, or club. While perhaps not in violation of the letter of the Open Meeting Law, a meeting in such a location may be in violation of the law's spirit and intent. *Cf. Crist v. True*, 314 N.E.2d 186 (Ohio Ct. App. 1973). It is unlawful to start a

meeting before the public is allowed into the room. The public body must wait until the public has been admitted to the meeting facility before commencing the meeting. See AG File No. 01-002 (April 5, 2001).

§ 8.03 Accommodations for physically handicapped persons

NRS 241.020(1) provides that public officers and employees must make "reasonable efforts to assist and accommodate physically handicapped persons desiring to attend" meetings of a public body. In order to comply with this statute, it is required that public meetings be held, whenever possible, only in buildings that are reasonably accessible to the physically handicapped, i.e., those having a wheelchair ramp, elevators, etc., as may be appropriate. See *Fenton v. Randolph*, 400 N.Y.S.2d 987 (N.Y. Sup. Ct. 1977).

§ 8.04 Allowing members of public to speak; reasonable rules and regulations

Except during the public comment period required by NRS 241.020(2)(c)(3), the Open Meeting Law does not mandate that members of the public be allowed to speak during meetings. Some public bodies choose to hear public comment during individual agenda items, but that is not a requirement of the Open Meeting Law.

Reasonable rules and regulations that ensure orderly conduct of a public meeting and ensure orderly behavior on the part of those persons attending the meeting may be adopted by a public body, and the Office of the Attorney General believes that reasonable restrictions, including time limits, can be imposed on speakers. However, any rule or regulation that limits or restricts public comment must be clearly articulated on the agenda. See OMLO 99-08 (July 8, 1999). Requiring prior approval of the use of electronic devices during public comment is reasonable and not in violation of the Open Meeting Law. See AG File No. 00-046 (December 11, 2000).

The Office of the Attorney General believes that any practice or policy that discourages or prevents public comment, even if technically in compliance with the law, may violate the spirit of the Open Meeting Law. See OMLO 99-11 (August 26, 1999) where the Office of the Attorney General opined that, in its practical application, the practice of requiring persons to sign up three and one-half hours in advance to speak at a public meeting can have the effect of unnecessarily restricting public comment and therefore does not comport with the spirit and intent of the Open Meeting Law.

A public body's restrictions must be neutral as to the viewpoint expressed, but the public body may prohibit comment if the content of the comments is a topic that is not relevant to, or within the authority of, the public body, or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers. See AG File No. 00-047 (April 27, 2001).

A member of the public may not be excluded from a tour taken by a public body during a meeting, for example, where a jail advisory committee scheduled a tour of the county jail.

While the sheriff may have authority to exclude persons, if persons are excluded, the public body violates the Open Meeting Law if the tour is taken without the excluded member of the public. *See* AG File No. 00-013 (March 30, 2001).

When public comment is allowed during the consideration of a specific topic, the chairman may limit public comments to the topic, provided the limits are viewpoint neutral. When public comment is not allowed during the consideration of a specific topic on the agenda, the public body may not limit the comments to any particular agenda topic but must allow comment on any subject within the authority of the public body. *See* AG File No. 01-022 (May 31, 2001) and AG File No. 00-047 (April 27, 2001).

§ 8.05 Excluding people who are disruptive

If a person willfully disrupts a meeting to the extent that its orderly conduct is made impractical, the person may be removed from the meeting. NRS 241.030(3)(b). The chair of the public body may, without vote of the body, declare a recess to remove a person who is disrupting the meeting. *See* AG File No. 00-046 (December 11, 2000).

§ 8.06 Excluding witnesses from testimony of other witnesses

Under NRS 241.030(4)(c), a witness may be removed from a public or private meeting during the testimony of other witnesses. This applies even if the witness is an employee of the state agency that is prosecuting the case. Unless otherwise stipulated, the witness may continue to be excluded after he testifies. *See* Op. Nev. Att'y Gen. No. 93 (November 21, 1963). The witness should be allowed entrance after all other witnesses have testified. However, the Act of June 17, 2005, ch. 467, §1, 2005 Nev. Stat. 2248 prohibits the public body from excluding the person being considered under NRS 241.030 and his/her representative from the closed meeting.

§ 8.07 Votes by secret ballot; different majority voting requirements of members present at the meeting as distinguished from total number of members of the agency

Since secret ballots defeat the accountability of public servants, the Office of the Attorney General believes they are not permitted under the Open Meeting Law. *Cf. News & Observer Publishing Co. v. Interim Board of Education*, 223 S.E.2d 580 (N.C. Ct. App. 1976); *Olathe Hospital Foundation, Inc. v. Extendicare, Inc.*, 539 P.2d 1 (Kan. 1975); *State ex rel. Wineholt v. Laporte Superior Ct.*, 230 N.E.2d 92 (Ind. 1967).

But that does not mean all votes must be by roll call. The Open Meeting Law is satisfied if a vote is by roll call, show of hands, or any other method so that the vote of a public official is made known to the public. *Esperance v. Chesterfield Township*, 280 N.W.2d 559 (Mich. Ct. App. 1979).

A public body that is required to be composed of only elected officials may not take action by vote unless at least a majority of all of the members of the public body vote in

favor of the action. A public body may not count an abstention as a vote in favor of an action. NRS 241.0355(1).

In view of the above voting requirement, "action" is redefined to also mean:

(a) If a public body has a member who is not an elected official, an affirmative vote taken by a majority of the members present during a meeting of the public body; and

(b) If all the members of a public body must be elected officials, an affirmative vote taken by a majority of all the members of the public body.

For example, if only 3 members of a 5 person county commission are present at a meeting, the 3 cannot take action by a 2 to 1 vote; the vote must be 3 to 0, since a majority (3) must be in favor of the action.

The Open Meeting Law can never force a public body to take action on any agenda topic. See AG File No. 00-018 (June 8, 2000).

§ 8.08 Recordings

Under NRS 241.035(3), members of the public may be allowed to record on audio tape or any other means of sound or video reproduction if it is a public meeting and the recording in no way interferes with the conduct of the meeting.

§ 8.09 Telephone conferences

See § 5.05 for a discussion of the proper way to conduct telephone conferences.

**Part 9 WHEN ARE CLOSED MEETINGS AUTHORIZED AND HOW ARE
THEY TO BE HANDLED?**

§ 9.01 General

This part discusses when closed meetings (sometimes referred to as "executive sessions" or "personnel sessions") may be held and how they should be conducted.

The opening clause in NRS 241.020(1) provides that all meetings must be open and public "except as otherwise provided by specific statute." The words "specific statute" are important ones. The Nevada Supreme Court is reluctant to imply exceptions to the rule of open meetings and looks for a specific statute mandating the exception or exemption. *See McKay v. Board of County Commissioners*, 103 Nev. 490, 746 P.2d 124 (1987). *See also* Op. Nev. Att'y Gen. No. 150 (November 8, 1973). The Open Meeting Law is entitled to a broad interpretation to promote openness in government and any exceptions thereto should be strictly construed. *McKay v. Board of Supervisors*, 102 Nev. 644, 730 P.2d 438 (1986). Thus, closed sessions should be allowed only when specifically authorized and must be tightly controlled.

§ 9.02 When closed sessions may be held

Closed sessions may be held:

- By any public body to consider character, alleged misconduct, professional competence, or the physical or mental health of a person, with some exceptions, or to prepare, revise, administer or grade examinations administered on behalf of the public body, or to consider an appeal by a person of the results of an examination administered on behalf of the public body. *See* NRS 241.030 and § 9.04.
- By the Certified Court Reporters' Board to deliberate on a decision to be reached upon any contested hearing and to prepare, administer, or grade examinations. *See* NRS 656.090.
- By the Public Employees Retirement Board: (1) to meet with investment counsel, provided the closed session is limited to planning future investments or the establishment of investment objectives and policies, and (2) to meet with legal counsel provided the closed session is limited to advice on claims or suits by or against the system. NRS 286.150(2).
- By the State Board of Pharmacy to deliberate on the decision in an administrative action (subsequent to a public evidentiary hearing) or to prepare, grade, or administer examinations. *See* NRS 639.050(3) and Op. Nev. Att'y Gen. No. 81-C (June 25, 1981).

- By any public body to take up matters or conduct activities that are exempt under the Open Meeting Law. *See* Part 4 of this manual. If the public body has other matters that must be considered in an open meeting, the Office of the Attorney General believes that a public body may take up an exempt matter during the open meeting if it desires. However, by virtue of the exemption, none of the open meeting requirements will apply to the exempt activity although it is recommended that a motion or announcement be made identifying the activity as an exempt activity to avoid confusion between an exempt activity and a closed session to which certain open meeting requirements may otherwise apply.
- By public housing authorities when negotiating the sale and purchase of property, but the formal acceptance of the negotiated settlement should be made in an open meeting. *See* Op. Nev. Att'y Gen. No. 372 (December 29, 1966).
- As authorized by a specific statute.

§ 9.03 When closed sessions may not be held

Closed sessions may not be held:

- To discuss the appointment of any person to public office or as a member of a public body. NRS 241.030(4)(e). *See* discussion in § 9.04.
- To consider the character, alleged misconduct, professional competence, or physical or mental health of an elected member of a public body, or a person who is an appointed public officer or who serves at the pleasure of a public body as a chief executive or administrative officer or in a comparable position, including, without limitation, a president of a university or community college within the University and Community College System of Nevada, a superintendent of a county school district, a county manager and a city manager. *See* NRS 241.031(1)(a) and (1)(b) and *Cf.* Op. Nev. Att'y Gen. 81-A (February 23, 1981), written before NRS 241.031 was enacted.
 - The above prohibition does not apply if the consideration of the character, alleged misconduct or professional competence of the person does not pertain to his role as an elected member of a public body or an appointed public officer or other officer described above. *See* Act of June 17, 2005, ch. 466, §4, 2005 Nev. Stat. 2245.
- To consider the character, alleged misconduct, professional competence, or physical or mental health of a person, when a request is made by the person being considered to open the meeting, the public body must open the meeting

at that time unless the consideration of the character, alleged misconduct professional competence, or physical or mental health of the requester involves the appearance before the public body of another person who does not desire that the meeting or relevant portion thereof be open to the public. The request to open the meeting may be made at any time during the hearing. *See* Act of June 17, 2005, ch. 466, §3, 2005 Nev. Stat. 2245. Although, at the time of this publication, the Office of the Attorney General has not opined upon this issue, it is clear that if a necessary witness requests the meeting remain close, the public body must close that portion of the meeting, and open subsequent portions at the request of the person being considered.

- To conduct attorney-client communications, unless the communications fall under the exemption in NRS 241.015(2)(b)(2). *See* discussion in § 4.05 of this manual.
- To select possible recipients for awards. To the extent that a public body is considering the character, alleged misconduct, professional competence, or physical or mental health of a person under consideration for receipt of a public award, a public body may meet in closed session to discuss such matters. However, any vote taken with respect to granting the award must be in a public meeting.
- To consider indebtedness of individuals to a hospital. The Office of the Attorney General has determined that county hospital board meetings that relate to indebtedness of individuals to the hospital are required to be open and public. *See* Op. Nev. Att’y Gen. No. 148 (October 2, 1973).
- By a local ethics board to discuss past conduct of a public official. *See* Op. Nev. Att’y Gen. No. 94-21 (July 29, 1994).
- Where not authorized by law.

§ 9.04

Meetings to consider character, allegations of misconduct, professional competence, or physical or mental health of a person; limitations

NRS 241.030(1) states: “Except as otherwise provided in this section and NRS 241.031 and 241.033, a public body may hold a closed meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person.”

The Open meeting Law does not *require* a public body to close a meeting to the public pursuant to Chapter 241. *See* NRS 241.030(4)(d).

It is important for the practitioner to remember that NRS 241.033 requires personal notice be provided to the person being considered before closing a meeting pursuant to NRS 241.031, and as a practical matter, a notice pursuant to NRS 241.033 should contain the

informational statement regarding administrative action under NRS 241.034. *See* §6.09, *supra*.

The Act of June 17, 2005, ch. 466, §3, 2005 Nev. Stat. 2245 clarifies the long standing position of this office that a public body must start any public meeting in open and then close the meeting after passing a motion specifying the nature of the business to be considered. NRS 241.030(3). This act now requires the public body to pass a motion that specifies "The nature of the business to be considered; *and* [t]he statutory authority pursuant to which the public body is authorized to close the meeting" before closing the meeting. (emphasis added.) *See* Act of June 17, 2005, ch. 466, §3, 2005 Nev. Stat. 2245 and NRS 241.030(3). Since NRS 241.010 requires all actions of a public body to occur in open unless a specific exemption exists, which it does not in this case, this motion must occur in open.

The exceptions to closed meetings under NRS 241.030 are discussed *supra* in §9.03.

The word "character" was defined in *Miglionico v. Birmingham News. Co.*, 378 So. 2d 677 (Ala. 1979) to include one's general reputation. It might also include such personal traits as honesty, loyalty, integrity, reliability, and such other characteristics, good or bad, which make up one's individual personality.

In Op. Nev. Att'y Gen. No. 81-A (February 23, 1981), the Office of the Attorney General opined that the word encompassed that moral predisposition or habit or aggregate of ethical qualities, which is believed to attach to a person on the strength of the common opinion and report concerning him . . . a person's fixed disposition or tendency, as evidenced to others by his habits of life, through the manifestation of which his general reputation for the possession of a character, good or otherwise is obtained. The Office of the Attorney General also construed the word "competence" to include: . . . duly qualified . . . answering all requirements . . . having sufficient ability or authority . . . possessing the natural or legal qualifications . . . able . . . adequate . . . suitable . . . sufficient . . . capable . . . legally fit. Also *see* OMLO 2004-28 (September 9, 2005).

Note that such closed sessions may be held only to *consider* the character, alleged misconduct, professional competence, or physical or mental health of a person. The Open Meeting Law does not permit taking *action* in closed session on such matters. This distinction was drawn in *McKay v. Board of Supervisors*, 102 Nev. 644, 730 P.2d 438 (1986), where it was held the board did not violate the Open Meeting Law when it went into closed session to discuss the character, alleged misconduct and professional competence of the city manager, but terminating the city manager in closed session violated the law. *See also* Op. Nev. Att'y Gen. No. 81-A (February 23, 1981), and Op. Nev. Att'y Gen. No. 81-C (June 25, 1981).

The Office of the Nevada Attorney General opined that *deliberations* as defined in §5.01, *supra*, are not allowed in a closed meeting pursuant to NRS 241.030. *See* OMLO 2004-01 (January 13, 2004).

The Office of the Attorney General believes that the holding in *McKay* has important implications in employment interviews and performance evaluations. While the delineated attributes of employment candidates may be discussed in closed session, the public body may not use the closed session to narrow down candidates or begin the selection process. See *Brown v. East Baton Rouge Parish School Board*, 405 So. 2d 1148 (La. Ct. App. 1981). Similarly, while the delineated attributes of existing employees may be discussed in closed session (with or without the presence of the employee), evaluation forms may not be filled out during the closed session, nor may the public body form recommendations or decisions about a rating or an action to take. Those tasks must be done in an open meeting or delegated to a member to handle. The closed session should be limited to specific discussions about the specific person. General discussions about general policies or practices may not be held during a closed session. See *Hudson v. School District of Kansas City*, 578 S.W.2d 301 (Mo. Ct. App. 1979).

While it can be difficult to properly describe an action item relating to a closed personnel session because one cannot anticipate the outcome of the closed session, one can describe, on the agenda, the parameters of allowable action by stating "possible action including, but not limited to, termination, suspension, demotion, reduction in pay, reprimand, promotion, endorsement, engagement, retention, or 'no action'." See AG File No. 00-007 (June 1, 2000).

The statutes do not authorize closure of general "personnel sessions." Closed sessions are only authorized for discussion of the matters specifically listed in NRS 241.030. See AG File No. 00-043 (January 24, 2001). It is not adequate to state, vaguely, that the closed session is regarding an individual (such as a manager). The agenda description must specifically state the topic of the discussion, such as, the performance of the individual (manager). See AG File No. 00-050 (March 28, 2001).

§ 9.05 The appointment to "public office" exception

Under NRS 241.030(4)(e), closed sessions may not be held "for the discussion of the appointment of any person to public office or as a member of a public body." This prohibition was discussed in *City Council of Reno v. Reno Newspapers, Inc.*, 105 Nev. 886, 784 P.2d 974 (1989). In that case, the city council conducted employment interviews for the city clerk position in the open and then held a brief closed meeting to discuss the character and professional competence of candidates. The council went back into open session to make the selection, but it was held the closed session was still a violation of the Open Meeting Law. The Nevada Supreme Court construed the prohibited "discussion of the appointment" to include "all consideration, discussion, deliberation and selection done by a public body in the appointment of a public office." The ruling seems to cover all aspects of the appointment process.

The Open Meeting Law does not define "public office." In Op. Nev. Att'y Gen. No. 193 (September 3, 1975), the Office of the Attorney General opined that NRS 241.030(3)(e) encompasses: (1) all elected public officers, and (2) all persons appointed to positions

created by law whose duties are specifically set forth in law and who are made responsible by law for the direction, supervision, and control of their agencies. Also *see* OMLO 2004-01 (January 14, 2004). In *City Council of Reno*, NRS 281.005 was used by stipulation of the parties to define public office.

§ 9.06 How to handle closed sessions to consider character, allegations of misconduct, professional competence, or physical and mental health of a person

For closed sessions under NRS 241.030(1), the following procedures are required or recommended:

- Start with a duly noticed open meeting. Closed meetings are still “meetings” within the definition and ambit of the Open Meeting Law.
- To assure compliance with the spirit of NRS 241.020(2)(c)(1), it is recommended the matter be indicated on the agenda as a closed session under NRS 241.030(1) and the person’s name being considered must be included on the agenda pursuant to NRS 241.020(c)(4). An agenda item of “Executive Session” does not adequately describe a closed session. *See* AG File No. 00-021 (September 7, 2000).
- The closed session should not be listed as an “action” item on the agenda because action cannot be taken during the closed session. *See* discussion in § 9.04.
- If action might be taken on the matter, be sure to include a separate item on the agenda for action to be taken during open session. *See* discussion in § 9.04.
- Give notice to the subject person as required by NRS 241.033(1). *See* § 6.09 of this manual.
- At the meeting, a motion must be made to go into closed session and the motion must specify the business to be considered during the closed session and the statutory authority pursuant to which the public body is authorized to close the meeting. NRS 241.030(3). *See* AG File No. 01-021 (May 14, 2001), which was drafted prior to the 2005 Legislative Session. Only the business identified in the motion may be discussed. As stated in *Op. Nev. Att’y Gen. No. 81-A* (February 23, 1981), the purpose of the motion is two-fold: (1) so members of the public body understand the parameters of what can be discussed in closed session so as not to deviate from the strict requirements of the law, and (2) to assure that notice is given to the person being discussed so he or she can obtain a copy of the minutes. If confidentiality is a consideration, *see* § 9.07.

- The Act of June 17, 2005, ch. 466, §5, 2005 Nev. Stat. 2246 requires the public body to permit the person being considered and his/her representative to attend the closed meeting. It is up to the chairperson to decide who else shall be included in the closed session, or the chairperson can determine who may attend through a majority vote of the public body, which occurs in an open meeting. *See* Act of June 17, 2005, ch. 466, §5, 2005 Nev. Stat. 2246.
- Before proceeding with the discussion, make sure that proof of service of the notice to the person has been received. If not, the closed session may not proceed, absent waiver. *See* NRS 241.033(1) and § 6.09.
- The closed session must be tape-recorded. NRS 241.035(4). As the recordings of closed sessions are treated differently than those of open sessions, NRS 241.035(2), it is recommended the closed session be recorded on a separate tape.
- The person being considered must be permitted to present written evidence, testimony and present witnesses relating to his character, alleged misconduct, professional competence or physical or mental health to the public body. *See* Act of June 17, 2005, ch. 467, §1, 2005 Nev. Stat. 2248 and Act of June 17, 2005, ch. 466, §5, 2005 Nev. Stat. 2246.
- If the subject desires to record the closed session, the Office of the Attorney General recommends that he or she be permitted to do so. NRS 241.035(3).
- Minutes must be kept of the closed session, and they must be prepared with the same detail as minutes of the open session. NRS 241.035(2).

Op. Nev. Att'y Gen. No. 81-A (February 23, 1981) contains a lengthy discussion about the improper use and conduct of an executive session, and the possible remedy.

§ 9.07 Preserving confidentiality on the agenda and with the motion to go into closed session

Repealed by the Act of June 17, 2005, ch. 467, §1, 2005 Nev. Stat. 2248 and Act of June 17, 2005, ch. 466, §5, 2005 Nev. Stat. 2246.

Part 10 WHAT RECORDS MUST BE KEPT AND MADE AVAILABLE TO THE PUBLIC? (See Sample Form 2)

§ 10.01 General

This part discusses the requirements for preparing, preserving, and disclosing minutes of meetings.

§ 10.02 Requirement for and content of written minutes (See Sample Form 2)

NRS 241.035 requires that written minutes be kept by all public bodies of each meeting they hold regardless of whether the meeting was open or closed to the public. The minutes must include:

- a. The date, time, and place of the meeting;
- b. The names of the members of the public body who were present and the names of those who were absent;
- c. The substance of all matters proposed, discussed, or decided and, at the request of any member, a record of each member's vote on any matter decided by vote;
- d. The substance of remarks made by any member of the general public who addresses the body if he or she requests that the minutes reflect his or her remarks, or if he or she has prepared written remarks, a copy of his or her written remarks if he or she submits a copy for inclusion; and
- e. Any other information that any member of the body requests be included or reflected in the minutes.

See OMLO 98-03 (July 7, 1998) for an example of how a public body may violate the Open Meeting Law by failing to reflect in its meeting minutes the substance of the discussion by the members of the public body of certain relevant matters.

§ 10.03 Retention and disclosure of minutes

Minutes or audio recordings of public meetings are declared by the Open Meeting Law to be public records and must be available for inspection by the public within 30 working days after the meeting is adjourned. See NRS 241.030(2) and OMLO 99-06 (March 19, 1999).

In the case of a public body that meets infrequently, formal approval of the minutes of a previous meeting may be delayed several months. The unapproved minutes must be made available within the time specified in NRS 241.035(2) to any person who requests them, together with a written statement that such minutes have not yet been approved and are subject to revision at the next meeting.

The minutes are deemed to have permanent value and must be retained by the public body for at least five years, after which they may be transferred for archival preservation in accordance with NRS 239.080-239.125.

Minutes of meetings closed pursuant to NRS 241.030 become public records whenever the public body determines that the matters discussed no longer require confidentiality *and* the person whose character, conduct, competence, or health was discussed has consented to their disclosure.

Under NRS 241.033(4) (previously NRS 241.033(3)), the subject person is always entitled to a copy of the minutes of the closed session upon request, whether or not they ever become public records. In *Davis v. Churchill County School Board*, 616 F. Supp. 1310, 1314 (D. Nev. 1985), the court suggested that a student who was the subject of closed hearings may release "any information he or she chooses," which presumably includes minutes or tapes of closed sessions.

§ 10.04 Making and retaining audiotapes or video recordings or transcripts of meetings

It is a requirement of the Open Meeting Law that meetings be taped or transcribed by a reporter who is certified pursuant to chapter 656 of NRS. A public body must make a good faith effort to comply with this provision, and if the public body makes a good faith effort to comply, but, for some reason beyond the control of the public body fails to comply, the public body's failure to comply with the provision does not result in a violation of the Open Meeting Law. *See* Act of June 13, 2005, ch. 373, §1, 2005 Nev. Stat. 1405.

See OMLO 99-09 (July 28, 1999) for an example of the pitfalls associated with using a tape recorder as the sole source for the record of the meeting.

Recordings of closed sessions made by public bodies must also be retained for at least one year but are given the same protection from public disclosure as minutes of closed sessions set out in NRS 241.035(2). The tapes must be made available to the subject of the closed session, and under NRS 241.035(5), must also be made available to the Office of the Attorney General upon request.

§ 10.05 Fees for inspecting or copying minutes and tapes

The Open Meeting Law requires that minutes and tapes be made available "for inspection" and does not authorize charging a fee. Since fees are not authorized by

statute, the Office of the Attorney General believes fees may not be charged for making minutes and tapes available for inspection.

However, if a person wants a copy of the minutes or tapes that are public records, public bodies should consult the open records law or other statutes dealing with fees to determine what, if any, fees may be charged. *See* NRS chapter 239.

As long as minutes and tapes of closed sessions are not public records under NRS chapter 239, the Office of the Attorney General believes that a fee cannot be charged for making copies of them absent specific statutory authority.

§ 10.06 Using court reporters

Repealed by the Act of June 13, 2005, ch. 373, §1, 2005 Nev. Stat. 1404-1405.

§ 11.01 General

When a violation of the Open Meeting Law occurs, the Office of the Attorney General recommends that the public body immediately cure the violation. Although it may not obliterate the violation, corrective action should be taken so that the business of government is accomplished in the open.

The following sections discuss the possible remedies for violations of the Open Meeting Law.

§ 11.02 Containing and correcting violations

Some examples of ways to stop, contain, and correct violations follow. Of course, as circumstances vary, so may the remedies.

a. Improper notice given for meeting.

If proper notice has not been given for a meeting, the meeting must be stopped. *See* OMLO 99-06 (March 19, 1999). To remedy the violation, the Office of the Attorney General believes that the meeting may be convened or continued solely for the purpose of rescheduling a meeting and adjourning. To otherwise continue a meeting after it is discovered the meeting was not properly noticed could be viewed as evidence of a willful violation of the Open Meeting Law. Discussions of any public significance which were held before the discovery of the improper notice should be repeated at a later meeting. All actions taken before adjournment are void but may be taken again at a subsequent meeting as discussed below.

b. Discussion of items not clearly on agenda.

If a public body begins discussion on an item that is not clearly stated on the agenda, it is recommended the public body stop the discussion and schedule it for a future meeting under a more comprehensive agenda. At the subsequent meeting, it would be advisable to summarize or repeat the conversations that occurred at the previous meeting.

c. Taking action on items listed as discussion items only.

Remembering the expanded definition of "action" in NRS 241.015(1), if a public body takes action on an item which has not been identified on the agenda as an action item, the action is void but may be taken up again at a duly noticed meeting where the item is properly listed as an action item on the

agenda. At the subsequent meeting, the rationale for the action should be discussed again or at least the record of the previous meeting made available.

- d. No proof of service on the subject of a meeting to consider character, alleged misconduct, competence, or health.

If there is no proof of service of notice on a person whose misconduct, character, professional competence, or mental or physical health is being considered, and the person is not present, the item must be postponed to another meeting, and the subject must be notified again about the new meeting. If the person is present, he or she may be asked if he or she would be willing to waive the notice requirements. The right to notice must be thoroughly explained to the person, and the person should be given the opportunity, free of threat or pressure, to postpone consideration of the matter or to waive the right to notice. As explained in § 6.09 of this manual, any waiver of the right to notice must be knowing and voluntary. A complete record should be made to resolve allegations that may later arise.

However, even though a violation may have been stopped and contained and corrective action taken, the violation may still be the subject of the sanctions below.

§ 11.03 Actions taken in violation are void

The action of any public body taken in violation of any provision of the Open Meeting Law is void, i.e., has no legal force or binding effect. NRS 241.036.

However, lawsuits to obtain a judicial declaration that an action is void must be commenced within 60 days after the offending action occurred. NRS 241.037(3).

It appears that only those actions defined in NRS 241.015(1) are made void by NRS 241.036.

§ 11.04 Rescheduling actions that are void

A public body that takes action in violation of the Open Meeting Law, which action is null and void, is not forever precluded from taking the same action at another legally called meeting. *Valencia v. Cota*, 617 P.2d 63 (Ariz. Ct. App. 1980); *Cooper v. Arizona Western College District Governing Board*, 610 P.2d 465 (Ariz. Ct. App. 1980); *Spokane Education Ass'n v. Barnes*, 517 P.2d 1362 (Wash. 1974). However, mere perfunctory approval at an open meeting of a decision made in an illegally closed meeting does not cure any defect of the earlier meeting or relieve any person from criminal prosecution for the same violation. *Scott v. Bloomfield*, 229 A.2d 667 (N.J. Super. Ct. Law Div. 1967). The matter should be put on an agenda for an open meeting and reheard or discussed. *Cf.* Op. Nev. Att'y Gen. No. 150 (November 8, 1973) regarding the effect of illegal discussions held in a closed meeting on subsequent actions taken, which was written before NRS 241.036 was enacted.

§ 11.05 Any person denied a right under the Open Meeting Law may bring a civil suit

Under NRS 241.037(2), any person denied a right conferred by the Open Meeting Law may bring civil suit:

- a. To have an action taken by the public body declared void,
- b. To require compliance with or prevent violations of the Open Meeting Law, or
- c. To determine the applicability of the law to discussions or decisions of the public body.

Additionally, it may be possible for an aggrieved person to seek injunctive relief as explained in *City Council of Reno v. Reno Newspapers, Inc.*, 105 Nev. 886, 784 P.2d 974, 976 (1989).

If the plaintiff prevails, the court may award him reasonable attorney's fees and court costs. NRS 241.037(2).

§ 11.06 The Office of the Attorney General may bring a civil suit

The Office of the Attorney General may also bring suit:

- a. To have an action taken by a public body declared void, or
- b. For an injunction against any public body or person to require compliance with or prevent violations of the Open Meeting Law. The injunction may issue without proof of actual damage or other irreparable harm sustained by any person.

If an injunction is obtained, it does not relieve any person from criminal prosecution for the same violation. NRS 241.037(1).

§ 11.07 Time limits for bringing lawsuits

Any suit brought to require compliance with the provisions of the Open Meeting Law must be brought within 120 days after the action objected to was taken. NRS 241.037(3).

Any suit brought to have an action declared void must be commenced within 60 days after the action objected to was taken by the public body. NRS 241.037(3). In *Kennedy v. Powell*, 401 So. 2d 453 (La. Ct. App. 1981), the court observed that the Legislature limited suits to challenge actions of public bodies for violation of the Open Meeting Law to a short period of 60 days to ensure a degree of certainty in the actions of public bodies.

The 60-day limitation is absolute and is in no way dependent upon knowledge of a violation. According to the court, running of the 60-day time period destroys the cause of action completely.

§ 11.08 Jurisdiction and venue for suits

A suit may be brought by an aggrieved citizen in the district court in the district in which the public body ordinarily holds its meetings or in which the plaintiff resides. NRS 241.037(1).

A suit brought by the Office of the Attorney General may be brought "in any court of competent jurisdiction." NRS 241.037(1).

However, even though a court has jurisdiction, a defendant may raise objections as to proper venue. *Board of County Commissioners v. Del Papa*, 108 Nev. 170, 825 P.2d 1231 (1992).

§ 11.09 Standards for injunctions and enforcing injunctions

For a discussion of the standards for imposing injunctions and enforcing them, *see City Council of Reno v. Reno Newspapers, Inc.*, 105 Nev. 886, 784 P.2d 974 (1989).

§ 11.10 Criminal sanctions

Each member of a public body who attends a meeting of that body where action is taken in violation of any provision of the Open Meeting Law, with knowledge of the fact that the meeting is in violation thereof, is guilty of a misdemeanor. NRS 241.040(1).

Further, wrongful exclusion of any person or persons from a meeting is a misdemeanor. NRS 241.040(2).

However, a member of a public body who attends a meeting of that public body at which action is taken in violation of the Open Meeting Law is not the accomplice of any other member so attending. NRS 241.040(3).

Upon conviction, punishment may include a jail term of up to six months, a fine not to exceed \$1,000, or both.

In Op. Nev. Att'y Gen. No. 81-A (February 23, 1981), the Office of the Attorney General opined there are two requirements before a criminal prosecution may be commenced under the Open Meeting Law. Those requirements are:

1. Attendance of a member of a public body at a meeting of that public body *where action is taken* in violation of any provision of the Open Meeting Law. The opinion recognized the distinction in the Open Meeting Law between actions and deliberations and concluded that criminal sanctions may be appropriate when

actions are taken in violation of the Open Meeting Law, but where procedural violations occur involving a meeting where no action is taken, civil remedies are made available to compel compliance or prevent such violations in the future.

2. *Knowledge by a member of a public body* that the meeting is in violation of the Open Meeting Law. The opinion held that, when members of a public body rely on advice of counsel, they should not be held to know that a violation occurred.

While the Open Meeting Law does not require the attorney for the public body to be present at a meeting (AG File No. 00-013 (April 21, 2000)), the presence of the attorney may allow the member to receive advice upon which a member can rely as to whether the member knows that the meeting is in violation of the Open Meeting Law.

§ 11.11 Public officers may be removed from office

Under NRS 283.040(1)(d), a person's office becomes vacant upon a conviction of a violation of NRS 241.040, which is discussed in § 11.10 above.

§ 11.12 Complaints may be made to the Office of the Attorney General

A person whose rights have been denied may seek redress in the courts as explained above. That person may also complain to the Office of the Attorney General but filing a complaint with the Office of the Attorney General does not toll the time periods for the person to take his own action.

Under NRS 241.040(4), the Office of the Attorney General must investigate and prosecute alleged violations of the Open Meeting Law. The Office of the Attorney General believes that any person may file a complaint with the Office of the Attorney General even if that person is not directly aggrieved by the offense.

All such complaints must be in writing, signed by the complaining person, and contain a full description of the facts known to the complainant. The Office of the Attorney General considers all such complaints to be public records and may release them accordingly. Complaints must be sent to:

Office of the Attorney General
100 North Carson Street
Carson City, Nevada 89701-4717

They may be sent by facsimile to (775) 684-1108.

Considering the time limits for bringing lawsuits, it is important that complaints be promptly filed with the Office of the Attorney General to allow sufficient time for investigation and evaluation.

While the complaints themselves are considered public records, investigative files may be held confidential until the investigation is complete and then may become public records, except for records of closed sessions which are obtained as a part of the investigation.

Part 12 HOW IS THE OPEN MEETING LAW INTERPRETED AND APPLIED?

§ 12.01 General

As with any statute, courts use many principles of statutory construction to bring life to the Open Meeting Law and apply it to circumstances before them. Discussing those principles are beyond the scope of this manual, but the Office of the Attorney General has some observations that may be useful in determining how to comply with the Open Meeting Law.

§ 12.02 Legislative declaration and intent

The Legislature declared in NRS 241.010, "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." This spirit was a guiding consideration in several cases. *See McKay v. Board of Supervisors*, 102 Nev. 644, 647, 730 P.2d 438, 441 (1986). *McKay v. Board of County Commissioners*, 103 Nev. 490, 493, 746 P.2d 124, 125 (1987). *Sandoval v. Board of Regents*, 119 Nev. 148, 67 P.3d 902 (2003).

§ 12.03 Standards of interpretation

A statute enacted for the public benefit such as a sunshine or public meeting law should be construed liberally in favor of the public, even though it contains a penal provision. *Wolfson v. State*, 344 So. 2d 611 (Fla. Dist. Ct. App. 1977); *City of Miami Beach v. Berns*, 245 So. 2d 38 (Fla. 1971); *Laman v. McCord*, 432 S.W.2d 753 (Ark. 1968). The Open Meeting Law is entitled to a broad interpretation to promote openness in government, while any exceptions thereto should be strictly construed. *McKay v. Board of Supervisors*, 102 Nev. 644, 730 P.2d 438 (1986); *Wexford County Prosecuting Attorney v. Pranger*, 268 N.W.2d 344 (Mich. Ct. App. 1978). A construction which frustrates all evasive devices is preferred for an open meeting law. *Florida Parole & Probation Commission v. Thomas*, 364 So.2d 480 (Fla. Dist. Ct. App. 1978). *See also* Op. Nev. Att'y Gen. No. 85-19 (December 17, 1985).

§ 12.04 Use of standard of reasonableness

In circumstances where the Open Meeting Law provides no clear standards or guidelines, public bodies must consider themselves as being governed by a standard of reasonableness. *See* Op. Nev. Att'y Gen. No. 79-8 (March 26, 1979).

§ 12.05 Attorney General opinions

While Attorney General opinions are intended to be helpful in fashioning compliance with the Open Meeting Law, they are not binding on the courts even though the Office of

the Attorney General is given the duty of investigating and prosecuting Open Meeting Law complaints. See *Tahoe Regional Planning Agency v. McKay*, 590 F. Supp. 1071, 1074 (D. Nev. 1984), *aff'd* in *Tahoe Regional Planning Agency v. McKay*, 769 F.2d 534, 539 (9th Cir. 1985). However, the Nevada Supreme Court in *Del Papa v. Board of Regents*, 114 Nev. 388, 956 P.2d 770 (1998), stated that the opinions of the Office of the Attorney General will receive the same deference as an administrative body interpreting a law that it is responsible for enforcing. Thus, where the legislature has had reasonable time to amend the law to reverse the opinion of the Attorney General, but does not do so, it is presumed the legislature has acquiesced to the opinion of the Attorney General.

In addition, the Office of the Attorney General has a long-standing policy of reserving opinions regarding Open Meeting Law complaints that are in litigation even though NRS 241.040(4) gives the Office of the Attorney General investigative and prosecutorial powers. See OMLO 98-05 (September 21, 1998).

Part 13 **WHAT ELSE DO I NEED TO KNOW ABOUT THE OPEN MEETING LAW?**

§ 13.01 General

This part covers special questions or topics not discussed elsewhere in this manual.

§ 13.02 Relationship of Open Meeting Law to Administrative Procedures Act, NRS chapter 233B

The Nevada Administrative Procedure Act (APA), chapter 233B of NRS, requires some agencies to give notice and conduct public hearings before adopting rules and regulations.

If the agency is a "public body" (*see* Part 3 of this manual), both the Open Meeting Law and the APA will apply, and it will be necessary to coordinate the proceedings. The Office of the Attorney General recommends the APA notice be prepared and distributed as required by the APA, that a meeting of the public body be noticed and put on the agenda under the Open Meeting Law, and the hearings be included as an action item on the agenda.

The APA also governs the hearings of "contested cases" before administrative agencies and, again, if the agency is a "public body," the Open Meeting Law will also apply to the hearings. The specific statute governing the activities of the agency may have to be considered as well.

If the Open Meeting Law applies to a contested case hearing, a question arises whether a closed session may be held. Absent a specific statute to the contrary, the contested case must be heard in an open meeting context, and the public body may go into closed session under NRS 241.030 only to consider the character, alleged misconduct, professional competence, or mental or physical health of a person, as discussed in Part 9 of this manual. *See* Op. Nev. Att'y Gen. No. 81-C (June 25, 1981). If the public body is going to conduct a closed session under NRS 241.030(1), the notice requirements of NRS 241.033(1) must be met. If the notice of hearing prepared under NRS chapter 233B or other relevant statute provides for timing and notice requirements equivalent to NRS 241.033(1), the notices may be coordinated.

§ 13.03 Relationship of Open Meeting Law to the First Amendment to the Constitution of the United States.

In *Sandoval*, 119 Nev. at 156, 67 P. 3d at 906-907 (2003), the Board of Regents alleged that limiting the discussion of the Regents to the topics on the agenda unlawfully limited the Regents' right to free speech. The Supreme Court denied this argument and stated that the Open Meeting Law was not overly burdensome on the Regents' right to free

speech because the Regents could discuss what they wanted, whenever they wanted, just not at a meeting governed by the Open Meeting Law.

§13.04 Relationship of Open Meeting Law and defamation

The Act of June 17, 2005, ch. 466, §1, 2005 Nev. Stat. 2242 added a new section to the Open Meeting Law, which states:

1. Any statement which is made by a member of a public body during the course of a public meeting is absolutely privileged and does not impose liability for defamation or constitute a ground for recovery in any civil action.
2. A witness who is testifying before a public body is absolutely privileged to publish defamatory matter as part of a public meeting, except that it is unlawful to misrepresent any fact knowingly when testifying before a public body.

SAMPLE FORM 1:

Notice And Agenda Of Public Meeting (With Comments)

Comments

See Parts 6 and 7 of the NEVADA OPEN MEETING LAW MANUAL, Eighth Edition, February 2000, for details.

Sample Form

(This is only a sample. Other formats may be used.)

NOTICE OF PUBLIC MEETING

of the

COMMISSION FOR OPEN GOVERNMENT

Name of public body

Must state the time, place, and location of meeting.

This shows how a meeting to be held at multiple locations may be noticed. Sites should be connected by speaker phone or other device where all persons at all locations may hear all persons at all other locations.

If items may be taken out of order, it is recommended (but not required) to so state.

See NRS 241.020(1). Giving the name and telephone number of a contact person is not required, but may avoid time delays or embarrassment.

Reasonable rules may be imposed on public comment. It is recommended (but not required) to announce such rules in advance.

The Commission for Open Government will conduct a public meeting on November 14, 1997, beginning at 9 a.m. at the following locations:

at its principal office at 1801 North Carson Street, Suite 104, Carson City, Nevada and

at its Las Vegas office in the Grant Sawyer Building, 2501 Washington Street, Las Vegas, Nevada, Suite 401.

The sites will be connected by speaker telephones. The public is invited to attend at either location.

Below is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the chairperson.

Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call Doris Jones at (702) 322-1234 in advance so that arrangements may be conveniently made.

Public comment may be limited to ten minutes per person at the discretion of the chairperson.

AGENDA

Agenda must consist of a clear and complete statement of the topics scheduled to be considered during the meeting.

Agenda must include a list describing the items on which action may be taken and clearly denote that action may be taken on those items. There are other ways to denote action items. Some bodies use an asterisk by the item number, others put action items as a special item on the agenda. It is not recommended to merely state that action may be taken on any item on the agenda.

See Part 9 of the Nevada Open Meeting Law Manual for discussion of when closed sessions are authorized and how they are to be handled.

No action may be taken in a closed session. These are examples of how to notice an item where the public body may go into closed session. Okay to list only the attributes before taking action in open session (i.e., character, professional competence, health, etc.) that will be considered.

If action is to be taken, it must be in an open session, and the names of the subject persons should be listed.

(Action may be taken on those items denoted "Action")

1. Call to Order and Roll Call. (Action)
2. Approval of minutes of previous meeting. (Action)
3. Report by Committee on Abuse of Open Meeting Laws. (Discussion)
4. Closed session to consider the character, alleged misconduct, professional competence of John Doe, a staff employee of the Commission. (Discussion)
5. Performance Evaluation of Sue Smith including, but not limited to, termination, suspension, demotion, reduction in pay, reprimand, promotion, endorsement, engagement, retention, or 'no action'. (Action)
(Closed session may be held to consider character, alleged misconduct, professional competence, physical or mental health pursuant to NRS 241.030.)
6. Disciplinary Hearings regarding complaints for violation of open meeting laws. (Action)
 - a. Sam Smith
 - b. Harry Brown

If there are topics of known public interest upon which the public body may deliberate, it should be identified. If action might be taken (including approving of a report), this should be listed as an action item and must contain a description of the items on which action will be taken.

This item is mandatory under NRS 241.020(2)(c)(3).

Must be posted not later than 9 a.m. on the third working day before the meeting. Do not count the day of the meeting as one of the three working days.

Must be posted at the principal office of the public body, or if it has no principal office, then at the building where the meeting will be held, and at least three other separate, prominent places within the jurisdiction of the public body.

7. Report by Executive Officer (Discussion) including:
 - a. Salary of executive director
 - b. Legislative audit of Division

8. Public comments and discussion. (Discussion) No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

9. Adjournment. (Action)

This notice and agenda has been posted on or before 9 a.m. on the third working day before the meeting at the following locations:

- (1) The Commission's principal office at 1801 North Carson Street, Suite 104, Carson City, Nevada
- (2) Grant Sawyer Building, 2501 Washington Street, Las Vegas, Nevada
- (3) Las Vegas City Hall, 1401 Main Street, Las Vegas, Nevada
- (4) Reno City Hall, 490 South Center Street, Reno, Nevada

SAMPLE FORM 2: Minutes

Other formats or styles may be used. This is not intended to be a complete set of minutes, only to show how certain matters listed on Sample Form 1 might be handled in the minutes in order to comply with the Open Meeting Law. The public body must take into account other statutory, procedural, or record keeping requirements.

MINUTES
of the meeting of the
COMMISSION FOR OPEN GOVERNMENT

November 14, 1997

The Commission for Open Government held a public meeting on November 14, 1997, beginning at 9 a.m. at the following locations:

at its principal office at 1801 North Carson Street, Suite 104, Carson City, Nevada
and at its Las Vegas office in the Grant Sawyer Building, 2501 Washington
Street, Suite 401, Las Vegas, Nevada.

The sites were connected by speaker telephones.¹

1. Call to order, roll call

The meeting was called to order by Chairman Shirley Brown. Present were commissioners Harry Smith, Peter Knowitall, Roger Dodger, Mike Brown, and Sue Doe. Absent was Commissioner Henry.

Also present were Executive Director Sue Smith and various staff members of the commission. Members of the public were asked to sign in, and the sign in sheet is attached to the original minutes as Exhibit A.

2. Approval of minutes of previous meeting

The minutes of the October 10 meeting were approved with changes.²

¹ The date, time, and place of meeting as well as the members of the public body who were present and absent, is required. NRS 241.035(1). Listing others present is not required by the Open Meeting Law but may be helpful in resolving Open Meeting Law and other complaints regarding the proceeding.

² If requested by a member, the minutes must record each member's vote. NRS 241.035(1)(c). Otherwise, for Open Meeting Law purposes, a matter like this may be handled this way. For other purposes, it may be advisable to give details about who made and seconded motions and how votes were cast. Consult with counsel.

3. Report by the Committee on Abuse of Open Meeting Laws

Mr. Rodgers reported that the Committee had completed its report on abuse of Open Meeting Laws. A copy of the report is attached to the original minutes as Exhibit B.

Commissioner Dodger asked about the incident involving Mayor Smith in Little Town on August 17 and wanted the Commission to file litigation. He was reminded that the report was listed on the agenda as a discussion item, and action may not be taken. Further, Mayor Smith would have to be notified if the Commission was going to discuss his misconduct.

Commissioner Knowitall thanked the Committee for its fine work.³

4. Closed session to discuss the character, alleged misconduct, and professional competence of a staff employee of the Commission

On motion by Commissioner Dodger, seconded by Commissioner Brown, and approved with a unanimous vote, a closed session was conducted to discuss the character, alleged misconduct, and professional competence of a staff employee of the Commission. The Commission received proof that the employee was notified as required by law. Separate minutes of the session have been prepared.⁴ No action was taken.

5. Performance Evaluation of Sue Smith

The Commission received proof that Mrs. Smith was notified as required by law.⁵

Mrs. Smith objected to comments regarding her professional competence indicating that she was new on the job and shouldn't be held to the standards of an experienced employee.

A member of the public addressed the Commission and asked that her remarks be included in the record. A copy of her remarks is attached to the original of these minutes as Exhibit C.⁶

On motion by Commissioner Dodger, seconded by Commissioner Brown, and approved with a unanimous vote, the evaluation attached to the original of these minutes as Exhibit D was approved.

³ The substance of the discussion must be reported. NRS 241.035(1)(c).

⁴ The minutes should reflect that all the procedural requirements and limitations of a closed session have been followed. See § 9 for a discussion.

⁵ The agenda suggested that the Commission may go into closed session, but in this instance, it handled the whole matter in an open session. Even if it does so in an open meeting, the Commission must still receive proof of service required by NRS 241.033(1).

⁶ See NRS 241.035(1)(d). If the commentator does not have written remarks, then his or her oral remarks must be reflected.

6. Disciplinary Hearing re Harry Brown

A disciplinary hearing was held regarding alleged misconduct of Harry Brown. Opening remarks were made by Deputy Attorney General Joe Smith and by counsel for Mr. Brown, Gerry Spence.

Six witnesses testified and were cross-examined. Fifteen exhibits were received into evidence. A record of the proceeding was made by a court reporter and a transcript is available.⁷

On motion by Commissioner Dodger, seconded by Commissioner Brown, and approved with a unanimous vote, a closed session was conducted to discuss the character, alleged misconduct, and professional competence of Mr. Brown. The Commission received proof that the employee was notified as required by law. Separate minutes of the session have been prepared.

Following the closed session, the Commission went back into open session to take action. On motion by Commissioner Dodger, seconded by Commissioner Doe, and upon a vote of 4-2, the Commission found that Mr. Brown had violated various provisions of the Open Meeting Law as alleged in the complaint. Mr. Brown was ordered to pay a \$1,000 fine. Counsel for the Commission was instructed to prepare Findings of Fact, Conclusions of Law, and Order to be approved and signed by Chairman Brown, and it will be filed with the original of these minutes.

7. Public Comments and Discussion

Mrs. Henrietta Cobb addressed the Commission, indicating there is a serious flaw in the Open Meeting Law regarding serial communications, and asked the Commission to propose legislation to plug up the gap. She gave an example of Brown County, where the County Manager approved a contract with Henry's Construction Company after discussing it with each Commissioner one at a time. At the meeting, the County Commission voted to ratify the contract without any discussion or input from the community. Commissioner Brown said he would consider having the matter put on an agenda for a future meeting, and Mrs. Cobb would be invited to participate.

Commissioner Dodge presented to the Commission a report by the Greenpeace organization regarding the massacre of thousands of people in Uganda. He commented that something should be done about it and asked that the report and his remarks be included in the record of this meeting. The report is attached to these minutes but was not read by other Commissioners, and there was no discussion about his remarks.⁸

⁷ More detail may be required by the law that governs hearings by the body. For Open Meeting Law purposes, this shows what happened in the open and closed sessions and that a separate record has been made.

⁸ Any other information that is requested to be included or reflected in the minutes by any member of the body must be included, even if not relevant or discussed. NRS 241.035(1)(e).

**SAMPLE FORM 3: Notice of Intent to Consider Character, Misconduct,
Competence or Health of a Person. NRS 241.033**

COMMISSION FOR OPEN GOVERNMENT
1801 North Carson Street, Suite 104
Carson City, Nevada 89701

December 10, 2005

Ms. Sue Smith
1102 Center Street
Reno, Nevada 89504

Re: Notice of meeting of the Commission to consider your character, alleged misconduct, competence, or health.

Dear Ms. Smith:

In connection with your performance evaluation, the Commission may consider your character, alleged misconduct, competence or health at its meeting on January 14, 2005.¹ The meeting will begin at 9 a.m. at 1801 North Carson Street, Suite 104, in Carson City, Nevada. The meeting is a public meeting, and you are welcome to attend. The Commission may go into closed session to consider the following general topics: your performance as administrative assistant to the executive director, your job description, your job duties, and matters properly related thereto.² You are welcome to attend the closed session, have an attorney or other representative of your choosing present during the closed meeting, and present written evidence, provide testimony and present witnesses relating to your character, alleged misconduct, professional competence, or physical or mental health.³

If the Commission determines it necessary after considering your character, alleged misconduct, professional competence, or physical or mental health whether in a closed meeting

¹ If requested by a member, the minutes must record each member's vote. NRS 241.035(1)(c). Otherwise, for Open Meeting Law purposes, a matter like this may be handled this way. For other purposes, it may be advisable to give details about who made and seconded motions and how votes were cast. Consult with counsel.

² The list of general topics should be as inclusive as possible. Act of June 17, 2005, ch. 467, §1, 2005 Nev. Stat. 2248.

³ The substance of the discussion must be reported. NRS 241.035(1)(c). The minutes should reflect that all the procedural requirements and limitations of a closed session have been followed. See §§6.09 and 9 for a discussion. This sentence meets the requirements of the Act of June 17, 2005, ch. 467, §1, 2005 Nev. Stat. 2248.

or open meeting, it may also take administrative action against you at this meeting.⁴ This informational statement is in lieu of any notice that may be required pursuant to NRS 241.034.⁵

This notice is provided to you under NRS 241.033.⁶

Very truly yours,

Commission Secretary

⁴ NRS 241.020 requires agenda statement both for the closed meeting consideration and the administrative action item, which must occur in an open meeting. *See* NRS 241.010.

⁵ See Act of June 17, 2005, ch. 466, §6, 2005 Nev. Stat. 2247.

⁶ *See* NRS 241.035(1)(d). If the commentator does not have written remarks, then his or her oral remarks must be reflected.

PROOF OF SERVICE

I, _____, hereby swear or affirm under penalty of perjury, that in accordance with NRS 241.033, I served the foregoing Notice of Meeting of the Commission to consider character, alleged misconduct, competence, or health

By personally serving it on Sue Smith at _____

_____ By depositing it in the United States Mail, postage prepaid, certified mail #
addressed to Sue Smith at _____ on this _____
_____ day of _____, 1997.

Signature of person making service

State of Nevada)
 ss:
_____ County)

Signed and sworn to (or affirmed) before me by _____
(name)
on _____.
(date)

Notary Public

Notes

This is only a sample format. Other formats, styles, or preprinted forms may be used as long as they contain all the information required by NRS 241.033. This document must be entered into the record before a public body may proceed with the meeting pursuant to NRS 241.033(1)(b).

INDEX

-A-

Accommodations for physically handicapped	41,60
Action	
defined.....	30,62
must be in open meeting	30,66
rescheduling void actions.....	74
Administrative Procedure Act.....	81
hearings are open meetings.....	81
regulation making	81
relationship to Open Meeting Law	81
Advisory bodies	20
Agency heads	19
Agency staff meetings.....	19
Agenda	53
clear and complete	53
closed sessions, agenda items	68,69
fees for providing copy	45
general requirements.....	40,53
items taken out of order	41
listing action items	41,53,73
matters brought up during public comment	58
providing copy on request.....	43
Sample Form 1	83
sticking to.....	56,73
support material, providing on request	43
Appointment of public officer, closed sessions to consider	67
Attorney-client privilege.....	27,38,65
Attorneys' fees.....	16,75
Attorney General	
civil actions	75,76
complaints to.....	77
opinions.....	79
prosecution.....	77
venue of actions by	76
Audiotapes of meetings, <i>see</i> Tapes of meetings	71

-B-

Board of Architecture	19,22
Board of Dental Examiners.....	22
Board of Pharmacy, closed sessions	63
Bodies headed by one person may not be covered by law	19

-C-

Certified Court Reporters Board, closed sessions of	63
Character, defined	66
Circumventing the law	21,33
Civil actions	75,76
Closed meetings	63
court reporters	63
disclosures of minutes, tapes	70,71
how to handle	68
minutes	70,71
motions	66,68
no action may be taken during some	66
preserving confidentiality on agenda and motions	69
proof of service	69
recordings of	69
to consider character, alleged misconduct, professional competence, or mental health of a person	63,65,68
when may be held	63
when may not be held	64
when not authorized	64,65
Competence, defined	66
Compliance Checklist, Part 1	1
Committees	20,21
Commissions	21
Confidential	
agenda, preserving confidentiality for closed sessions	69
attorney-client memorandums	34,35,44
gaming proceedings	27
information which need not be provided	44
minutes, tapes	71
Containing and correcting violations	73
Complaint to the Attorney General	77
Court reporters	72
Conferences	33
Conventions	33
Costs	75
Criminal prosecutions	76

-D-

Definitions	
action	30,62
character	66
competence	66
deliberate	30
emergency	46

gathering	29
present	30
public body	18
quorum	30
working days	43
Defamation, defined	82
Deliberate, defined	30
Deliberations must be in open meeting	31,59,66,79
Deliberation vs. taking action	24,31
Disruptive people, removing	61

-E-

Educational foundations covered	18
Electronic polling	33
Elected member of public body, closed sessions for	67
Emergency meetings or items on agenda	46
defined	46
how to handle	46
Employment interviews	67
Ethics commissions	25
Exclusion of persons from meetings	
disruptive people	61
witnesses	61
Executive sessions, <i>See</i> Closed Meetings	63
Executive officers not covered	19
Exemptions	
activities exempt	24
express	24
Governor	19
Gaming Control Board and Commission	27
hearings for suspension or expulsion of pupils	25
implied by statute	24,63
judicial proceedings	24
medical, dental screening panels	26
labor negotiations	25
local ethics committees	25
legislature	25
statutory	24
State Ethics Commission	25
strict construction, exemptions	79

-F-

Facilities	59
Fees	45
for providing notice and agenda	45
for providing support material	45

First Amendment	81
Forms, sample	
minutes, Sample Form 2	86
notice of public meeting, Sample Form 1	83
notice of intent to consider character, misconduct, competence, or health of a person and proof of service, Sample Form 3	89
 -G-	
Gaming Control Board	27
Gathering, defined	29
Governor exemption	19
 -H-	
Handicapped, <i>see</i> Accommodations of physically handicapped	41,60
Health, consideration in closed session	63,64,65
 -I-	
Implied exceptions to rule of open meetings	24,63
Informal gatherings and discussions	30
Injunctions	
actions by individuals for	75
actions by Office of the Attorney General for	75
standards for issuing and enforcing	76
time limits for bringing actions	75
Interpretations of Open Meeting Law	79
attorney general opinions	79
implied exceptions	24,63
standards for	79
standard of reasonableness	79
 -J-	
Judicial exemption	24
 -L-	
Labor negotiations	25
Legislative declaration and intent of Open Meeting Law	79
Legislative exemptions	25
License applicants, licensees, consideration of character, allegations of misconduct, professional competence	49
Limitations on actions	75
Local ethics commissions	25
 -M-	
Mailing	
ballots	34
fees	45

notices	43
timing	43
Mail polls	34
Meetings	
defined.....	29,32
closed meetings.....	63
held out-of-state	37
informal gatherings and discussions	30
seminars, conferences, conventions	33
social gatherings.....	32
which "meetings" must be open	29
Medical, Dental Screening Panels	26
Members elect of public bodies	21
Minimum notice, <i>see</i> Notice Requirements	
Minutes	
closed session.....	69
fees for copying.....	71
general.....	70
inspection by public	70
public records.....	70
request for copies	70
required contents.....	70
retention and disclosure	70
Sample Form 2	86
Misdemeanor.....	76
Motion to go into closed session.....	68
 -N-	
Nevada Athletic Commission	49
Nevada Interscholastic Association	22
Non-profit entities.....	22,23
Notice Requirements	
agenda must be included.....	41
calculating 3 working days	43
fees	45
general requirements.....	40
improper notice, containing and correcting	73
mailing	43
posting.....	42
required contents.....	40
recommended contents.....	40
Sample Form 1	83
to persons whose character, alleged misconduct, professional competence, physical or mental health is being considered	47,65,68,74

Sample Form 3	89
to persons against whom the public body may take certain administrative actions or from whom the public body may acquire property through eminent domain.....	50
-O-	
Open Meeting	
facilities.....	59
general requirements.....	59
notice and agenda requirements.....	40,53
Out-of-State meetings	37
-P-	
Performance evaluations.....	67
Personnel sessions.....	63
PERS (Public Employees Retirement System).....	63
Penalties	74,76,77
Persons whose character, alleged misconduct, professional competence, physical or mental health is to be considered	47,65,68,74
Physically handicapped, accommodations.....	41,60
Polling	33,34
Posting	
locations must be listed on notice	40
prominent place, posting guidelines	42
requirements.....	42
Present, defined.....	30
Private briefings	37
Privilege, attorney-client.....	27
Proof of Service, Sample Form 3	91
Private non-profit organizations	23
Public	
awards, considering candidates.....	65
record, minutes and tapes.....	70,71
recording of meetings	62
remarks, <i>see</i> Public comment	
Public body	
bodies headed by one person	19
definition	18
examples	22
must be administrative, advisory, executive or legislative body of state or local government	18
must be collegial body	18
Public comment	
allowing members of public to speak	58
item required on notice and agenda	41,53
matters brought up during.....	58

reasonable rules and regulations	40,60
remarks to be put in minutes	70
Public officers	
closed meetings not authorized to select	67
may be removed from office for violating Open Meeting Law	77
Pupils, closed sessions for expulsion hearings	25
 -Q-	
Quasi-judicial functions	27
Quorum, defined	30
Quorum, mayor not counted in determining	32
Quorum, meetings held with another public body	38
Quorum, walking	34,38
 -R-	
Reasonableness, standard of,	55,79
Records	70
Recordings of meetings	
closed sessions	69
public records	62
providing copy to members of public	72
providing copy to subjects of closed sessions	71
retention	71
who may record sessions	62
Removal from office for violating Open Meeting Law	77
Reno City Insurance Committee	22
Requests for public notice	43
Requests for agenda, ordinances, regulations or support materials	43,44,45
 -S-	
Sample Form 1	83
Sample Form 2	86
Sample Form 3	89
Sanctions	74,76
Secret ballots	61
Seminars	33
Serial communications	34
Social gatherings	32
Standards of interpretation	40,63,79
Staff meetings	19
State Ethics Commission	25
Statute of limitations	75
Strict construction of exceptions to open meeting requirements	79
Student governments	28
Subcommittees	20
Support material, providing on request	43

-T-

Tape recordings of meetings	71
court reporters in lieu of tapes	72
fees for copying	71
of closed sessions	69
retention of tapes	71
Tax revenues, broadly interpreted	19
Telephonic meeting	33,62
Telephonic voting	33
Time periods	
3 working days	43
30 days for minutes, tapes	70
60 days to void actions	74
120 days for injunctive relief	75
1 year tape retention	71
5 year minutes retention	71

-U-

University foundations are public bodies	18
University and Community College System, student governments	28

-V-

Venue of actions	76
Video tapes, <i>see</i> Tape recordings of meetings	
Video conferences	33
Violations	73
actions taken in violation are void	74
attorney general to investigate and prosecute	75,76
containing and curing violations	73,74
criminal sanctions	76
rescheduling void actions	74
right of citizens to bring lawsuits for	75,76
time limits for bringing suit	75
what happens if one occurs	73
Void actions	74
Voting	
agenda to reflect action items	41,53
action items must be denoted on items on agenda	41,53
by mail	34
majority voting requirements	61
polling	33,34
prohibited in closed session	68
reflected in minutes	70
secret ballot	61

telephonic.....33

-W-

Walking quorums.....34,38

Waiver of personal notice requirements47

Witness exclusion61

Working days.....43

Wrongful exclusion of person from meeting59,76