

## OPEN MEETING LAW GUIDELINE

Step 1: Draft an agenda. The agenda must consist of:

1. The time, place and location of the meeting
2. A list of the locations where the agenda has been posted
3. The name and contact information of the person to whom the public may request a copy of the supporting documents **and** a list of the locations where the supporting documents may be obtained
4. A clear and complete statement of topics to be discussed at the meeting
5. For each topic that the entity may take action on an identification stating “For Possible Action”
6. Periods devoted to public comment. Public comment must be taken:
  - a. At the beginning of the meeting, but before any item for which action may be taken **and** at the end of meeting before the meeting adjourns; **OR**
  - b. After each item on the agenda for which action may be taken but before any action is taken.
7. If any part of the meeting may be closed to consider the character, alleged misconduct or professional competence of a person, the name of that person
8. If during the meeting the entity will take administrative action regarding a person, the name of that person
9. Notification that:
  - a. Items on the agenda may be taken out of order;
  - b. Items may be combined; and
  - c. Items may be removed or discussion may be delayed
10. If there are any restrictions regarding public comment (ie time limitations), an identification of those. Restrictions may be limited to time, place and manner, but **must not** limited based on content.

Step 2: Post the agenda. **Minimum** public notice is:

1. Posting a copy at the **principal** office of the entity, or if there is no principal office, at the location of the meeting **AND** not less than 3 other prominent places within the jurisdiction of the entity by 9 a.m. on the third working day before the meeting. While posting at an entity’s north and south offices may be in compliance with the statute, it is better to post at the offices and 3 additional locations—this will ensure ample public notice.
2. Posting a copy on notice.nv.gov, by 9 a.m. not less than 3 working days before the meeting.
3. Posting a copy on the entity’s website, by 9 a.m. not less than 3 working days before the meeting.
4. Providing a copy of the agenda to each person who has requested notices of the meetings of the entity—the entity must maintain a list of interested persons and send out the notices to those people. The notices must be sent by regular mail and must be postmarked not later than 9 a.m. three working days before the meeting **or** if the requester has requested the notices be provided by email, by email not less than 9 a.m. 3 working days before the meeting.

Step 3: Confirm Posting of Agenda. An entity must document that it complied with the posting requirements. That documentation must be prepared by the person who posted it and contain the following information:

1. The date and time when the person posted the agenda;
2. The address of the location where the agenda was posted; and
3. The name, title and signature of the person who posted the agenda.