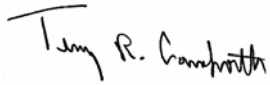


NEVADA DEPARTMENT OF WILDLIFE POLICY AND PROCEDURE	Pages: 8 Effective: January 9, 2006 Approved: 
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TITLE: Commission and Committee Support

REFERENCE: Open Meeting Law, NRS Chapter 241, in particular NRS 241.010, NRS 241.020, NRS 241.035; NRS 233B

AFFECTED EMPLOYEES: All staff assigned by the Director to provide support to the Nevada Board of Wildlife Commissioners or to one of the Commission's committees.

PURPOSE: To provide direction for technical and administrative support to the Commission and committees in conducting meetings, development of agendas and support materials, timeframes for posting of agendas, and preparation of the minutes.

POLICY: It is the policy of the Department to provide support to the Commission and the Commission's committees in attaining their mission and in conducting their public meetings in accordance with the Open Meeting Law, NRS Chapter 241.

PROCEDURE:

Commission Support

1. The Director (Pos. 0100) serves as Secretary to the Commission and will coordinate with the Commission Chair to effectively complete assignments. The Director is responsible for:
 - a. A thorough and complete understanding of open meeting and administrative procedures laws, rules of practice, attorney general opinions, and statutory processes regarding hearings and petitions.
 - b. Providing technical and administrative support to the members of the Commission.
 - c. Developing the Commission's agendas in coordination with and approval of the Chair and ensuring proper notice in compliance with the Nevada Open Meeting Law.
 - d. Addressing requests made by the Commission Chair and members.
 - e. Providing biennial budget proposals for Commission review and comment.

- f. Other support such as developing proposed regulations or policies, etc.
2. The Executive Assistant (Pos. 0105) will provide administrative support to the Director in the responsibilities of supporting the Commission and will serve as the Recording Secretary responsible for the following:
- a. A thorough and complete understanding of open meeting and administrative procedures laws, rules of practice, attorney general opinions, and statutory processes regarding hearings and petitions.
 - b. Coordinating with the regional Administrative Assistants IV (Pos. 1101, 2101, 3101) or other Administrative Assistants in field offices (Pos. 1106, 1128, 2113, or others as assigned) ensuring satisfactory arrangements have been made for Commission meetings held at locations in their respective regions.
 - c. Posting the Commission agendas at headquarters. The Executive Assistant will send the agendas to the regional Administrative Assistant IVs (Pos. 1101, 2101, 3101) who are responsible for posting the agendas at the regional offices and for forwarding the agendas to other field offices within their region for posting at the Ely, Fallon, Henderson, and Winnemucca offices. If the meeting is at a location other than the headquarters or a regional office, the regional Administrative Assistant IVs will ensure the agenda is posted at the meeting location.
 - d. Maintaining current agenda and minutes distribution lists including the Commissioners; Governor's Office; Deputy Attorney Generals; county advisory boards to manage wildlife; interested persons and sportsmen groups; and organizations and agencies that have requested the information; and all Department employees. A request for notice of agendas and minutes lapses six months after it is made; therefore, the responsibility to remain on the distribution list lies with the requestor to notify the Executive Assistant every six months.
 - e. Distributing draft agendas to the Commissioners, chairpersons of the county advisory boards to manage wildlife, Director, Deputy Director, deputies attorney general, and chiefs four weeks prior to the Commission meeting.
 - f. Distributing agendas and minutes in an electronic format is strongly encouraged for timely distribution and to save printing and postage costs. The electronic format will be used for all members and individuals who have provided an email address; otherwise the distribution will be through regular mail. The agendas and minutes will be posted to the Department's website at www.ndow.org.
 - g. Distributing the Commission meeting support materials in an electronic format, where possible, is strongly encouraged for timely distribution to save printing and postage costs. The electronic format will be used for all

members and individuals who have provided an email address; otherwise the distribution will be through regular mail. In addition to the electronic distribution, the Commissioners will receive a hardcopy of the support materials. Distribution will occur two weeks before the meeting. While all support materials will be distributed to the Director, Deputy Director, Commissioners, chiefs, deputy attorney general, and county advisory boards to manage wildlife, other requestors must specify the items for support materials.

- h. Arranging for teleconference meetings of the full Commission when necessary.
- i. Making travel arrangements which may include air and ground transportation to and from meetings for the Commissioners through the most economical means according to current State rules and Commission policy.
- j. Preparing the salary and per diem reimbursement claims for the Commissioners following each Commission meeting according to the State rules and Commission Policy 1. Preparing per diem reimbursement claims for official duties with Chair review.
- k. Recording and preparing the minutes of the Commission meeting within 30 days following the meeting. The draft minutes will be available for distribution prior to the next meeting and will not be final until approved by the Commission. If the Recording Secretary is excused from the meeting, then the regional Administrative Assistant IV in the region of the meeting will perform this duty upon request unless otherwise excused from the meeting. If the Administrative Assistant IV is excused, other arrangements will be made by the Director, Deputy Director, or the Recording Secretary.

Commission's Committee Support

1. The Director will provide support or appoint staff to provide technical and administrative support to the Commission's committees. Staff will not be members of a Commission committee.
 - a. The Commission's committees are subject to the Open Meeting Law except certain Commission activities are not open to the public such as the duck and trout stamp judging.
2. The Recording Secretary will maintain a current list of committees, members, and assigned staff to the committees.
3. The staff assigned to provide support to the committee will coordinate with the committee chair to complete arrangements and requests. The staff is responsible for:

- a. Providing technical and administrative support to the members of the committee.
 - b. Developing the committee's agendas in coordination and approval of the chair. The final agenda must be emailed to the Executive Assistant for electronic distribution and to coordinate with any hardcopy mail out in conjunction with the Commission's regular meeting support materials.
 - c. Addressing requests made by the committee chair.
 - d. Keeping the Director informed on committee activities by providing an email and hardcopy agenda for each meeting.
4. Staff to the committee will provide additional responsibilities in 4a through 4g below. The staff to the committee may request administrative support through the applicable bureau chiefs for assistance from the headquarters bureau Administrative Assistant IIIs (Pos. 0201, 0409, or others as assigned) or from the regional Administrative Assistant IVs (Pos. 1101, 2101, 3101 or others as assigned) depending upon location of the committee meeting. If the chief(s) approves, the Administrative Assistants will be responsible for the following:
- a. Ensuring the Commission's committee agendas are posted at the headquarters, regional and field offices, and at the meeting location if it is held at a location other than a Department office.
 - b. Arranging for teleconference meetings when necessary.
 - c. Maintaining a current distribution list to include the committee members and interested public or sportsmen groups who have requested the agendas and minutes.
 - d. Distributing agendas and minutes in an electronic format is strongly encouraged for timely distribution and to save printing and postage costs. The electronic format will be used for all members and individuals who have provided an email address; otherwise the distribution will be through regular mail. The agendas and minutes will be posted to the Department's website at www.ndow.org. In addition to the electronic distribution for minutes, agendas and support materials, the committee members will receive a hardcopy of the materials for each meeting. Distribution will occur two weeks before the meeting for the electronic and regular mail distribution unless prohibited by short scheduling notice.
 - e. Making travel arrangements which may include air and ground transportation to and from the meeting for the members participating on the committee. Transportation will be through the most economical means according to current State rules and Commission policy.

- f. Advising the Executive Assistant and preparing the travel and per diem reimbursement claims for the members participating on the committee according to State rules and Commission policy.
- g. Recording and preparing the minutes of the committee meeting within 30 days following the meeting. The draft minutes will be available for distribution prior to the next meeting and will not be final until approved by the committee. If the Administrative Assistant providing support to the staff of the committee is unable to attend a meeting, then it is the responsibility of the Administrative Assistant to notify the staff to the committee so other arrangements can be completed prior to the meeting.

Agendas and Certificates of Posting

- 1. The notice of a meeting 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:
 - (1) A concise statement of the topics, indicating the presenter and noted for action or information, and an “*” for items with support material.
 - (2) Each agenda item scheduled for action will include a brief narrative explaining the action that might be taken.
 - (3) A public comment period at a time selected by the chair. No action may be taken on any matter raised under public comment until the matter itself has been specifically included on a future agenda as an item upon which action may be taken. If testimony is limited in the length of time, the limitation must be included under the public comment item.
 - (4) The following statements will be included on all agendas:

In accordance with NRS 241.020 this agenda closes three days prior to the meeting date and has been posted on the NDOW website at www.ndow.org and at the following Department of Wildlife offices: 1100 Valley Road, Reno, NV 89512; 380 W. “B” Street, Fallon, NV 89406; 815 E. Fourth Street, Winnemucca, NV 89445; 60 Youth Center Road, Elko, NV 89801; 4747 Vegas Drive, Las Vegas, NV 89108; and 744 S. Racetrack Road, Henderson, NV 89015.

Notice to the Public: Nevada Department of Wildlife receives Federal Aid in Fish and/or Wildlife Restoration. The U.S. Department of the Interior prohibits discrimination on the basis or race, color, national

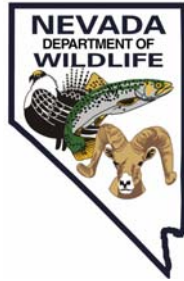
origin, age, sex, or disability. Individuals with hearing impairment may contact the Department via telecommunication device (TDD) (775) 688-1550. Disabled individuals in need of special services should contact the Department prior to the meeting at (775) 688-1599.

- d. Minimum public notice is:
 - (1) The notices will be posted at the Department's headquarters, regional and field offices in Ely, Fallon, Henderson, and Winnemucca. In addition, the agenda will be posted at the meeting location if it is different from the Department offices. Notices must be posted not later than 9 a.m. of the third working day before the meeting.
 - (2) A copy of the notice must be provided to any person who requests a copy. A request for notice lapses six months after it is made.
2. The agenda is to be posted as soon as available in a place where it is available to the public.
3. The administrative staff will complete the Certificate of Posting (attached) immediately following the posting of the agenda and will fax the certificate back to the Recording Secretary. The Recording Secretary will maintain a file of all Certificates of Posting, while the Administrative Assistant providing support to the staff will maintain a regional file(s) for the Certificates of Posting to provide a public record of the postings according to the Open Meeting Law.

Preparation of Minutes

1. Minutes will be taken at all Commission and committee meetings.
2. The level of detail will be general in nature while accurately reflecting a synopsis of the meeting proceedings and detailing motions and actions.
3. All Commission and committee meetings will be audio recorded according to the Open Meeting Law (NRS 241).
4. Minutes will include:
 - a. The date, time and place of the meeting.
 - b. Members present or absent.
 - c. Department staff or public present.
 - d. Substance of all matters proposed, discussed, or action taken including the vote by member (yeas and nays). All motions will be verbatim.
 - e. Substance of remarks or testimony made by the public.

- f. Inclusion of remarks or testimony in the minutes if the requester asks that the remarks be read into the record.
- g. Written testimony of the public will be included as an attachment to the minutes.
- h. Minutes are public records:
 - (1) The draft minutes must be prepared and available to the public within 30 working days following the meeting.
 - (2) The draft minutes will be included in the support material for the next scheduled meeting.
 - (3) The minutes must be retained as a public record with permanent value by the Department for 5 years at which time the minutes must be sent to State Archives. The Executive Assistant is responsible for sending the minutes to State Archives and will maintain the log of minutes sent.
 - (4) Audio recordings must be retained for 1 year following the meeting.
 - (5) Approved minutes will be posted to www.ndow.org website.



CERTIFICATE OF POSTING

I, _____, certify that on the _____ day of _____,
_____, I posted the notice and agenda for the meeting of the:

NEVADA BOARD OF WILDLIFE COMMISSIONERS

To be held on _____
Date

At _____
Location

Remarks: _____

Posted by: _____
Signature

Location of Posting: _____