Nevada Governor’s Council on Developmental Disabilities

Policy # TBD

Adopted:

**COUNCIL MEETING AND AGENDA DEVELOPMENT POLICY**

The full Council will determine its annual meeting schedule by calendar year and will approve the annual meeting schedule at the December Council Meeting every year.

**Annual Meeting Schedule**

The Council shall approve an annual schedule of meetings at the last scheduled meeting of each calendar year by majority vote when a quorum of its members is present.

Review of other statewide and local boards, councils, and coalitions known meeting schedules will take place prior to setting the meeting schedule. Avoiding an overlap in meeting schedules will be priority.

**Agenda Development**

The Council Chair and/or Executive Director will develop an agenda based upon input from the Council and the members of individual committees. Agendas should include but not be limited to the following:

• Updates from Council Members (self-advocates, dd network partners, and agency members)

• Staff Reports

• Action items and vital information from committees, Chair and/or Vice Chair, or the Executive Director

• Public Comments

• Future Agenda Items

• All other Open Meeting Law Requirements as set forth in [NRS 241.020](https://www.leg.state.nv.us/NRS/NRS-241.html#:~:text=If%20any%20portion%20of%20a%20meeting%20is%20open%20to%20the)

**Committee Agendas**

All agendas shall be developed by the respective committee chair, vice-chair, and/or the Executive Director. The committee chairs will seek committee membership input prior to development of the agendas. This may be done by seeking input in the previous meetings or by reaching out (via email or phone) prior to setting the agenda of the next meeting. The Council Executive Director and the Chair/Vice Chair will determine the selected strategy for setting the agenda per the desired format of the Chair or Vice Chair.

**Meeting Packet Distribution**

Council staff shall prepare and assure distribution of meeting packets at least 3 business days prior to the meeting date.

**Meeting by Alternative Format**

Regular and special meetings of the Council may be conducted on a face-to-face basis or by alternative means such as conference call or video conferences, in accordance with Open Meeting Law ([NRS 241.020](https://www.leg.state.nv.us/NRS/NRS-241.html#:~:text=If%20any%20portion%20of%20a%20meeting%20is%20open%20to%20the)).

**Cancellation of a Meeting**

The Executive Director may cancel a meeting due to known lack of quorum, lack of sufficient agenda items to discuss, or due to a known absence of the chair or vice chair of the Council or any of its committees.